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WAR DEPARTMENT CORRESPONDENCE FILE

(Abridged Edition)

FOR THE USE OF THE UNITED STATES ARMY IN THE FIELD

Compiled under the direction of

THE ADJUTANT GENERAL OF THE ARMY

From data furnished by the various Bureaus of the Department, and the initial classification published January, 1914, and the reprints of June, 1915, and July, 1917

By a board consisting of

Major DAVID A. WATT, Adjutant General, U. S. R.
Mr. WALTER KEETON, Office of the Adjutant General of the Army
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SEPTEMBER, 1917

WASHINGTON
GOVERNMENT PRINTING OFFICE
1917

THE NEW YORK
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WAR DEPARTMENT,
THE ADJUTANT GENERAL'S OFFICE,
Washington, September 15, 1917.

The following instructions as to the application of the War Department Correspondence File, a subjective decimal classification for arranging and filing correspondence of the Military Establishment, are published for the information and guidance of all concerned.

By order of the Secretary of War:

H. L. SCOTT,
Major General, Chief of Staff.

Official:
H. P. MCCAIN,
The Adjutant General.

INTRODUCTION.

1. In order to establish a simple and uniform system of record keeping for the War Department, the various bureaus thereof, the offices at the various territorial department and district headquarters, the depots and arsenals, and at the administrative headquarters of cantonments, camps, armies, corps, divisions, and brigades, a vertical flat filing system based on the War Department Correspondence File, has been adopted.

2. The abridgment of the War Department Correspondence File (published January, 1914, and reprinted June, 1915, and July, 1917), published herewith, has been arranged especially for use by major administrative headquarters in the field, and may be obtained from The Adjutant General's Office. A complete revision of the War Department Correspondence File is now being prepared and will be published as soon as practicable. All suggestions for any improvement of the system and classification should be submitted at once to the Board on Correspondence and Filing, Office of The Adjutant General of the Army.

3. In the meantime, the classification will be used *exactly as printed* in either the abridgment or in the War Department Correspondence File. The use of the abridgment will be continued in all the smaller offices of record, but in those offices where the volume of papers is sufficiently large to warrant the revised classification will be used. No new numbers will be used or other changes made in either classification except upon the authority of the War Department, and all cases showing the necessity for such changes or additions will be submitted to The Adjutant General of the Army.

4. The book presents a general subject index to the files of each office. The subject matter of a paper determines its file number and therefore its filing place.

5. The nine general classes of the file are:

Class 0. General.
Class 1. Finance and accounting.
Class 2. Personnel.
Class 3. Administration.
Class 4. Supplies and equipment.
Class 5. Transportation.
Class 6. Buildings and grounds.
Class 7. Medicine, hygiene, and sanitation.
Class 8. Rivers and harbors.
Class 9. ——————————.

6. In the application of the subjective classification of the War Department Correspondence File by the various bureaus of the department, staff offices at department headquarters, depots of supply, and arsenals, the system of numbering requires that all subjects be divided, first, into not more than 10 classes as indicated above, then these 10 classes are each divided into not more than 10 subclasses, then these 100 classes are each divided into not more than 10 more subclasses and so on.

7. In the application of the subjective classification by administrative headquarters in the field, the 10 classes set forth above are each divided into 10 classes, and these 10 classes are each divided into not more than 10 subclasses, then these 100 classes are each divided into not more than 10 more subclasses, at which point the extension of the classification for field use will stop, except as otherwise specifically shown in this classification.

8. The further extension of the classification beyond that subdivision assigned for field use as applied by the War Department bureaus and other permanent offices is indicated in this abridgment by the *subjects printed in small type* under each subdivision.

9. The system of numbering to be used in the field offices will be as follows: Use the printed decimal number and in parenthesis place the name, if any, of the desired extended subject appearing in small type under the particular classification to be used, to wit:

661 (intrenchments).
671 (filtration plant).
703 (officers).
322.05 (labor regiments).

10. The following is a description of the subjects assigned to each of the general headings:

Class 000, GENERAL.

This class comprises subjects of a general nature that can not be readily classified under the other subject heads, such as politics, religion, laws and legal matters, executive departments of the Government, President and Congress of the United States, statistics, maps and publications, inventions, societies and associations, and local affairs.

Class 100, FINANCE AND ACCOUNTING.

This class comprises all subjects of a fiscal nature, such as appropriations, disbursement of funds, accounting for funds, accounting for property and supplies, claims, accounts, contracts and bonds, excepting pay and money allowances.

Class 200, PERSONNEL.

This class comprises all subjects of a personal nature pertaining to officers, enlisted men, and civilian employees of the War Depart-

ment, including their pay and money allowances, discipline, and miscellaneous personal matters.

Class 300, ADMINISTRATION.

This class comprises all matters of administration, except discipline, such as business methods and procedure, organization of the Army, military control, recruitment, education, employment and movement of troops, war and peace, and aviation and aeronautics.

Class 400, SUPPLIES AND EQUIPMENT.

This class comprises all subjects pertaining to supplies, armament, and equipment, such as building material and hardware, clothing, equipage, toilet articles, subsistence stores, medical and veterinary supplies and equipment, supplies and equipment for transportation, ordnance and equipments, rentals and services, and miscellaneous supplies.

Class 500, TRANSPORTATION.

This class comprises all subjects pertaining to transportation by land and water for the Army, War Department, and other branches of the Government, under existing laws and regulations, such as the transportation of persons, supplies, property, transportation by land, transportation by water, transportation rates, tariffs, accounts, contracts, transports and Army Transport Service, harbor boats, mine planters, cable steamers and other craft.

Class 600, BUILDINGS AND GROUNDS.

This class comprises everything pertaining to the acquisition and disposition of land for reservations and buildings thereon, installation and construction work, such as grounds, harbors, wharfs, drainage, barracks and quarters, post buildings, minor construction, fortifications, plants and systems, and reservations, except work done by the Engineer Department in the improvement of rivers and harbors.

Class 700, MEDICINE, HYGIENE, AND SANITATION.

This class comprises all subjects pertaining to health, hygiene, and sanitation.

Class 800, RIVERS AND HARBORS.

This class comprises all subjects relating to the improvement, supervision, inspection, and control of rivers and harbors and other navigable waters.

Class 900, ...

FILING EQUIPMENT.

11. A description of the filing equipment necessary for the operation of this system in the field follows:

Vertical filing drawers.—Letter size. Each drawer is a separate unit and is manufactured so that one drawer will fit on top of another.

Guide cards.—Made of cardboard and cut with tabs of five divisions.

Folders.—Manila, one-half inch shorter than the guide card, and cut with tabs of two divisions.

Fasteners.—Required to bind papers together. Acco or similar fastener.

Punch.—Required to punch holes in papers for insertion of fastener.

Cross-reference sheet.—A printed form to be used in the indexing of papers.

Set rubber type.—Box of rubber type containing figures 0 to 9, one-half dozen of each figure, in two styles type, one size one-half inch, one size one-fourth inch, in height.

EQUIPMENT AND SUPPLIES FOR DIVISION HEADQUARTERS.

Equipment and supplies.	3 months' supply.	6 months' supply.
Filing drawers	12	0
Guide cards	200	300
Folders	2,000	3,000
Fasteners	500	800
Punch	2	0
Cross-reference sheets	2,000	3,000
Set rubber type	1	0

As prescribed elsewhere in this manual, this equipment will be used as the **Central File** for division headquarters and will accommodate the records of the division adjutant, inspector, judge advocate, and surgeon.

EQUIPMENT AND SUPPLIES FOR THE DIVISION QUARTERMASTER'S OFFICE.

Equipment and supplies.	3 months' supply.	6 months' supply.
Filing drawers	12	0
Guide cards	200	300
Folders	2,000	3,000
Fasteners	500	800
Punch	2	0
Cross-reference sheets	2,000	3,000
Set rubber type	1	0

EQUIPMENT FOR BRIGADE HEADQUARTERS.

Filing drawers	4	0
Guide cards	100	100
Folders	1,200	1,800
Fasteners	300	500
Punch	1	0
Cross-reference sheets	1,200	1,800
Set rubber type	1	0

EQUIPMENT AND SUPPLIES FOR CANTONMENT HEADQUARTERS.

Equipment and supplies.	3 months' supply.	6 months' supply.
Filing drawers	16	0
Guide cards	300	500
Folders	2,500	3,500
Fasteners	500	800
Punch	3	0
Cross-reference sheets	2,500	3,500
Set rubber type	2	0

EQUIPMENT AND SUPPLIES FOR DEPOT QUARTERMASTER'S OFFICE AT CANTONMENT.

Filing drawers	48	0
Guide cards	800	1,200
Folders	8,000	12,000
Fasteners	2,000	3,000
Punch	8	0
Cross-reference sheets	8,000	12,000
Set rubber type	4	0

12. *Furnishing of equipment.*—The necessary vertical filing drawers, punches, and rubber type for the installation and operation of this system at division, brigade, and cantonment headquarters will be furnished by the Quartermaster General of the Army, without requisition.

Correspondence at division and brigade headquarters will be reduced to actual necessities in order to keep the volume of records down to a minimum. To this end, in the transaction of business, verbal instructions will be issued instead of written instructions whenever practicable.

Such additional equipment as may be necessary for the semi-permanent offices at cantonments and other offices in the field will be obtained by requisitions.

13. *Furnishing of supplies.*—A three-months' supply and in addition a six-months' supply of guide cards, manila folders, cross-reference sheets and fasteners will be furnished to cantonments, divisions, and brigades in the United States by the Quartermaster

General of the Army, without requisition. Such subsequent supplies as may be required will be obtained by requisition.

OFFICES AT CANTONMENTS IN WHICH FILES WILL BE INSTALLED.

14. *Division headquarters.*—At division headquarters there shall be two files installed and operated, viz:

One file in the division adjutant's office, which shall accommodate the records of the division adjutant, division judge advocate, division inspector, and division surgeon. The division adjutant will coordinate the work of record keeping for these offices and by concerted action arrange with the staff officers concerned for the use of their clerks for a reasonable time each day for this purpose.

One file in the division quartermaster's office.

15. *Brigade headquarters.*—One file will be installed and operated when the brigade forms part of a division. When the brigade is independent and operating with a brigade staff similar to a division, two files will be operated as provided above for a division.

16. *Cantonment headquarters.*—One file in the cantonment headquarters. The records of the division will be kept in a separate file from the records of the cantonment. The former records must necessarily accompany the division and the latter records remain at the cantonment.

17. *Depot quartermaster at cantonments.*—One file in the office of the depot quartermaster at cantonment. This office will be operated according to instructions from the office of the Quartermaster General of the Army. A sufficient number of filing drawers have been provided to operate a central file at the depot or separate files for each division of the office.

18. *Other offices at cantonments.*—Other field offices operated independently will file their records in the central file at the local headquarters, or, if that is found to be impracticable owing to the location of the various offices, they will operate separate files.

INSTALLATION OF THE SYSTEM.

19. *First.* Arrange the vertical filing drawers in a group—four drawers in one stack.

Second. Prepare the necessary guide cards for the file by stamping the number of every twentieth subdivision of the classification on the tab of the guide card, the numbers to be used being 000, 020, 040, 060, 080, 100, 120, etc., and also guide cards with tabs in first position, necessary for the name of each place or organization as explained under paragraph 34 hereof, arranged alphabetically and numerically in separate drawers from the decimal numerical guide cards.

Third. Distribute these cards equally throughout the drawers, commencing with the smallest number and starting with the drawer on the upper left-hand corner, working the cases down or crosswise,

and secure the cards by running the fastening rod in the drawer through the eyelet at the bottom of the same.

Fourth. Label the outside of each drawer showing what classifications are to be accommodated in each drawer; for example, 000 to 150, 151 to 199.

The file is then ready for the reception of records and documents, which, however, must not be placed in the drawers except in the manila folders provided for that purpose.

20. *Guide cards and folders.*—After the insertion of guide cards, as indicated in the preceding paragraph at the installation of the system, guide cards and folders will be made up and placed in the files only as required. Folders will not be made up and placed in the files until there are papers actually to be filed in the folders. In order to keep down the weight of the files to the lowest possible limit, guide cards should be used sparingly and no additional guide cards used except where absolutely necessary.

21. STUDY OF THE SYSTEM.—Unless the individual who is to determine the classification to be assigned to a particular paper understands the subject presented therein and is schooled in the procedure of assigning classifications he will not be able to operate the system properly, and an attempt to assign classifications under such conditions will result in confusion and the filing of records under wrong classifications. To obviate the possibility of such conditions arising, officers and clerks charged with the operation of this system should make a careful study of the principles and the procedure of operation as laid down in this manual.

The system is simple, and by careful study and application the principles can be grasped and understood in a few days.

22. In thinking or speaking of the class numbers, to avoid confusion, always divide at the decimal point and name it, e. g., 470.4 should be read "four seventy point four." If "point" were omitted the ear might readily interpret 470.4 as 474, while "four seventy point four" can never be misunderstood.

23. To get a general knowledge of the scheme, learn the 10 principal classes, so that a subject will readily suggest the class number under which it falls without reference to the table. Specific knowledge of minute divisions should come gradually, but rapidly, from use.

24. *Arrangement of files.*—Papers will be filed flat in folders, in the vertical drawers, separated when absolutely necessary by suitable guide cards. The face of the paper, when placed in the folder, will be toward the front of the drawer, the left-hand edge resting on the bottom of the file case. The classification numbers in each drawer will be placed so that the smaller numbers are in front, running to the larger ones in the back, arranged in the same order as the numbers are arranged in this classification.

25. *Assignment of classification to papers.*—It requires familiarity with subjects of papers and a working knowledge of this system to determine the exact method of applying the subjects laid down in this classification to the subjects of papers.

26. Many subjects in the classification are intended primarily for *cross-reference* purposes, and are distinguished by the following sign—#. It will, though, at times be necessary to use these subjects and numbers as filing subjects, as well as for cross-reference purposes, particularly when there are papers to be filed which concern changes in regulations, promotions, customs, instructions, laws, methods, forms or rules with regard to such subjects, or when there are decisions or rulings on these subjects, or when only such subjects and no other concrete subject is involved in the correspondence or papers to be classified.

27. The words set opposite the decimal figures in this abridgment represent the subjects of papers and *not* the *names* of the papers themselves; hence the correspondence must be classified by the subject of the correspondence and not by the names of the papers.

As: 300.4 is "Orders," but in this group not a single order will be filed. The orders themselves will be filed according to the subject, or purpose of the order under the subjects, as, for instance, orders for the change of station of the Seventeenth Infantry from Madison Barracks, N. Y., to Fort McPherson, Ga., would be filed under Seventeenth Infantry—370.51—as being the proper classification for that subject.

The same rule would apply to 300.5 and 300.6 and many other subjects in the classification.

28. In those cases where the *italics* appear, the words *do* represent the *names* of the papers themselves, and the papers described by them should then be filed under the *name* of the papers.

29. *Correcting errors in classifying.*—When papers are classed and filed incorrectly, or a number of cases on the same subject classed and filed under different heads, they should be brought together under the proper subject head, and an "incorrect classification sheet" made up and put in the place where the wrongly classed paper was originally filed. An adequate description should be made of this misfiled paper on the "incorrect classification sheet" so that the subject matter contained therein will furnish sufficient information to readily identify the wrongly classed paper.

Much time and labor will be saved by the use of the above described method and by withdrawing from the files cross reference sheets and papers incorrectly classed.

30. *Numbering of papers.*—Incoming papers will be classified and numbered as soon as received. Outgoing papers such as letters, indorsements, etc., will show the file number on the face thereof. A file

number once assigned to a document carries that document without additional numbering in every bureau, department, or field office through which it may pass. *This rule is mandatory.* If an office considers that the number originally assigned to a communication received does not properly fit the subject of the paper from the standpoint of that office, the number assigned will nevertheless be accepted and cross references will be made to the subjects considered necessary. Different offices will vary in the selection of the principal subject of a paper and it is to avoid confusion which follows when several different file numbers appear on a paper, and to expedite the dispatch of the paper that this mandatory rule is made.

31. *Index.*—An alphabetical index of the subjects is provided in order that any particular subject in the classification may be located instantly. Whenever a subject is found in the index, *the number to which reference is given should be consulted in the classification,* as the same may be further subdivided or there may be other numbers in the same group more suitable for use than the one located in the index.

32. *Subjects not provided for in classification.*—There will be some subjects in correspondence which have not been provided for in the classification specifically by name. There will be found in the classification, however, subjects of a similar nature or class, so that when a subject is not found it should be looked for under the class to which it logically belongs. The new subject should be given the number representing the class to which it belongs or the subject to which it is most closely related, and indexed on letter size paper under the name of the new subject and filed under 009 arranged alphabetically, and notation of new subjects should then be entered in the classification and alphabetical index in the manual. Obviously it is impracticable to provide for every subject specifically.

33. *New numbers not to be made.*—It is absolutely essential that *no new numbers* be added to the classification as it now stands. When the necessity for such new numbers does arise, the same should be reported to The Adjutant General of the Army for consideration.

34. *Geographic, local, or organization (tactical units) subdivisions.*—In order that all correspondence which pertains to one place, locality, or organization may be filed together, file drawers will be arranged so that there will be space for papers which do not relate to any particular place or organization in one group of file drawers. This is the general file. Another group of file drawers will be subdivided alphabetically and numerically by names of places and organizations, and guide cards inserted representing the names of places and organizations concerned in the correspondence. Papers which do not relate to any particular place or organization will be marked simply with the classification number, but papers which do

relate to some particular place or organization will be marked with the classification number, followed by the name of the place or organization to which they pertain. The latter class of papers will be filed behind guide cards arranged alphabetically representing the names of the places or organizations and behind these guide cards all papers will be arranged according to the file numbers shown on the papers. The guide cards showing the names of the places or organizations will be supplemented by guide cards representing the classification numbers, and the papers will be filed in folders. Thus, there will be a complete classification file of papers which do not relate to any particular place or organization in one group of file drawers, and another complete classification file of papers under the name of each place or organization concerned in the correspondence, so far as there may be papers to file thereunder. This does not mean that there will be papers representing the whole classification under the name of each place or organization, but that all the papers relating to one place or organization will be arranged under the name of that place or organization according to the whole classification. Therefore, there may be less than 10 papers under the name of a place or organization, but these 10 will be arranged according to the whole classification.

35. *Method of processing.*—In groups 210, 220, 230, 400, 600, and 800 there are a number of concrete subjects (a concrete subject is something that can be seen, touched, weighed, has form and substance, is material as distinguished from abstract subjects), such as officers, enlisted men, employees, various kinds of supplies and equipment, various buildings and plants, to which concrete subjects, various operations, or processes are common; for instance, to all grades of officers the processes of appointment, examination, promotion, and retirement are common. The same is true of enlisted men and employees, with certain well-defined differences of methods and forms of processes. To all classes of supplies and equipment the process of selection, adoption, purchase, manufacture, inspection, use, and keeping in repair or maintenance are common. To all kinds of buildings, structures, and grounds the processes of construction, installation, improving, maintaining, preserving, repairing, and altering are common. To these processes which are common to the various subjects there have been assigned numbers between the group designations and the succeeding subdivisions of these group numbers: 210–211, 220–221, 230–231, 400–401, 600–601, and 800–801. Thus all processes are represented by numbers containing the cipher next to and preceding the decimal point. In practical use the number indicating the concrete subject will be used for correspondence filing, but this number will be used in conjunction with and subdivided by the numbers representing the processes. For this purpose, *the three*

digits which precede the decimal point of the number representing the process are dropped and the remainder of the number affixed after a dash following the number representing the concrete subject. This is illustrated as follows: Ammunition for seacoast guns is 471.3, manufacture of, 400.17; therefore, for a communication regarding the manufacture of ammunition for seacoast guns, the file number would be 471.3–17, the 400 having been dropped. Musicians, 221.13; nonmilitary employment of enlisted men, 220.4; therefore, for a communication regarding the employment of musicians of the Army outside of the service the file number would be 221.13–4, the 220 having been dropped. Other illustrations can be taken from the text of the classification.

Use of process numbers.—The process numbers under 210 may be used *only* with concrete subjects under 211, the process numbers under 220 *only* with concrete subjects under 221, the process numbers under 230 *only* with concrete subjects under 231, the process numbers under 400 *only* with concrete subjects between 410 and 490, the process numbers under 600 *only* with the concrete subjects between 610 and 680, and the process numbers under 800 only with concrete subjects between 810 and 830.

36. *Personal or individual subdivisions.*—A great deal of correspondence of the Military Establishment, especially in the field, is entirely relative to individual officials, officers, enlisted men, and employees of the War Department. Whenever an individual connected with the department is the subject of correspondence there has been assigned one number—201—under which all such correspondence will be filed. Under this number guide cards will be placed, alphabetically arranged, behind which the folders containing correspondence relative to the individual officials, officers, enlisted men, and employees will be placed in alphabetical order of the names of the individuals. The correspondence filed under 201 should be cross referenced to the proper subject. The paper is filed under 201 because the individual is the important object of the communication although not the subject; the subject to which the paper is cross referenced is ordinarily used for statistical data only.

Whenever several individuals whose names are given are the subject of correspondence, the papers will be properly classified and filed under the subject of the paper and proper cross references will be made to each individual's name under number 201.

37. The number 095 is arbitrarily designated as the file number under which there will be indexed on letter-size sheets all proper names of persons, firms, or corporations with whom correspondence is conducted if these persons, as individuals, are not employed under the War Department as officials, officers, enlisted men, or employees.

38. Alphabetical, chronological, or other orderly subdivisions of papers under any file number may be used whenever necessary.

39. *Suspension or follow-up file.*—In one file drawer there will be filed copies of letters and indorsements requiring replies or compliance with directions contained therein. These copies will be arranged under the names of the months and days of the months between appropriate guide cards. Each day this file will be examined, checked, and the necessary follow-up letters written.

In order successfully to keep a check on suspended cases a definite plan must be adopted and known to each officer and clerk conducting correspondence. The following scheme has been worked successfully in connection with the War Department correspondence file: Arbitrarily fix a date on which papers must be returned or reply received, and in writing the indorsement or letter place in the upper right-hand corner of indorsement or letter the date that has been decided on for return or reply, to wit, if indorsement or letter is written on September 1, and return of paper or reply is desired by September 10, place in parenthesis in the position indicated above the figures representing the month, day, and year that response is desired, as (9/10/17).

40. *Copies of indorsements, letters, etc.*—Four copies of all communications will be made, viz: the original and two carbon copies on white paper and the fourth copy on green or other colored paper. Disposition of copies: The original and one white copy to be sent out to the addressee; the third carbon copy is for the suspension or follow-up file, and the green copy is the record copy. Four copies are not necessary in all cases—when no suspension is required only three copies of letters and indorsements will be made.

41. *Precedent file.*—A precedent file will be established in each office, in which will be filed copies of all decisions, opinions, and unusual cases which may be valuable in the future for guidance of the office in similar cases. The file number 008 is arbitrarily selected and designated as the number under which these copies will be filed. Decisions and opinions may arise under any or all of the subjects of the classification, and when they do copies of the indorsements, letters, orders, etc., containing decisions showing the particular file number of the classification under which the decision has arisen will be filed under the number selected to hold the precedent file—008. The copies of the decisions, opinions, etc., filed under this number will be placed so that the papers with the smaller file numbers are in the front, running to the larger file numbers in the back, arranged in the same order as the file numbers are arranged in the classification.

HANDLING OF PAPERS AT HEADQUARTERS IN THE FIELD.

42. *Receiving mail.*—Mail should be delivered to the officer to whom addressed and opened by him or his representative, generally under the supervision of his principal clerk. The first step is to

place the "Received" stamp on the communication, the customary place being under the last indorsement, and when it is merely a letter or other document without indorsement the stamp will be placed under the signature on the left hand side.

43. *Record of communications.*—The papers should then be sent to the record section of the office. The subject of the paper should be determined and the proper classification file number placed in the upper right-hand corner of the original paper and of the carbon copy thereof if one has been received. If no carbon copy has accompanied the communication, a brief thereof should be made as well as a list of inclosures that accompany the paper. As soon as paper and copy are numbered, and brief made where same is necessary, the *original paper* will be sent to correspondence section for action. Appropriate cross references should be made from the carbon copy or brief of the vital subordinate subjects, names of individuals, organizations, etc., which will aid in the finding of the record when subsequently desired. The brief or carbon of the incoming communication and the cross-reference sheets should then be filed under the proper numbers and a pencil notation placed on the brief or carbon of the name of the officer, office, or division to which original paper was sent for action.

44. *Cross references.*—Cross references can be prepared in two ways. One, on a printed form furnished for this purpose, which will be used when the other method described in this paragraph is not followed. The printed form shows the filing number of the cross reference, a concise brief of the communication, and the filing number under which the original papers are to be filed. When several cross references are to be made on one communication and the same brief will answer for all cross references desired, carbon copies can be made at one time, omitting at the time of writing the cross-reference filing numbers and then completing each sheet by filling in the proper cross-reference filing numbers on each copy.

The other method is applicable only in cases of letters sent, telegrams sent, indorsements sent, memoranda, etc., that emanate in the recording office. In preparing letters or telegrams under this method, make three copies, on white paper, in addition to the number specified in paragraph 40. Use those three copies, when desired, as cross references, placing the cross-reference filing numbers and the filing number under which the record copy is filed in the upper right-hand corner and distinguish the file numbers used as cross references by an X placed before such numbers, for example—

634.3
X 451.7
X 431.21

X 484.2, checking heavily with pencil the particular number under which the cross reference is to be filed.

Thus it will be seen that under this method in making all the manifold copies directed four different operations have been performed at one writing, viz, the letter or telegram to be sent out has been prepared, the green record copy has been made, the copy for the suspended file made, and three copies are available which can be used as cross references.

45. *Inclosures.*—The number of inclosures must be shown at the bottom of letters and indorsements on the left side. Failures to note inclosures often cause embarrassment. The adding of additional inclosures or the withdrawal of inclosures should also be noted below indorsement, and when adding or withdrawing inclosures the total number should be stated. On the lower left corner of inclosures a notation should be made of the serial number of the inclosure as well as the file number, in order to identify it should it become detached from the papers to which it belongs.

46. *Action on communication.*—Action on a communication is the writing of letters, indorsements, memoranda, issuance of orders, etc. Whenever practicable, it is desirable to retain the original of a paper to obviate the necessity of making brief of same for the records, by making appropriate reply by letter, telegram, order, etc., instead of by indorsement. However, many cases received in an office with a complete carbon copy can be more expeditiously handled by disposing of the case by indorsement.

47. Points to be observed in taking action on papers:

1. Make the necessary number of carbon copies.
2. Place the file number in the space provided therefor on the letterhead or in the upper left-hand corner.
3. Place the date of suspension in the upper right-hand corner.
4. Type or stamp the signature in on all carbon copies.
5. Number paragraphs in letters and indorsement.
6. Never put more than one subject in each letter, indorsement, telegram, or memorandum.
7. Note inclosures on letters and indorsements.

48. *Mailing.*—Points to be observed in mailing. Examine papers ready for mailing and check the following points:

1. Is the paper properly numbered?
2. Is the paper properly recorded and the proper number of carbons made?
3. Are the inclosures properly noted and are they with the paper?
4. Is the paper properly signed?
5. Is the carbon copy that should accompany the original with it?

6. Withdraw all records attached to papers.
7. Stamp the record copy with date of mailing.

49. *Filing of documents.*—Documents and records will not be filed until all necessary action has been taken. In filing, observe the following points:

1. Examine records and documents and ascertain if all necessary action has been taken.
2. Examine records and ascertain if the necessary cross references have been made.
3. Examine records and ascertain if a suspended case, and if so, see that the necessary suspension sheet has been made and filed.
4. In filing, see that folder is properly numbered and placed in the right place in the file.
5. If a paper or record is taken from the files **charge it to the person to whom it is delivered,** on forms provided for the purpose, or on sheets of paper.

50. *Card records.*—No card records are necessary nor will they be used in connection with this system in the field.

CLASSIFICATION.

General Headings.

000	GENERAL.
100	FINANCE AND ACCOUNTING.
200	PERSONNEL.
300	ADMINISTRATION.
400	SUPPLIES AND EQUIPMENT.
500	TRANSPORTATION.
600	BUILDINGS AND GROUNDS.
700	MEDICINE, HYGIENE, AND SANITATION.
800	RIVERS AND HARBORS.
900	

Subdivisions.

000 General.
010 Laws and legal matters.
020 War Department (powers, functions, etc.).
030 President and Congress of the United States.
040 Executive departments of the United States.
050 Statistics.
060 Maps and publications.
070 Inventions.
080 Societies and associations.
090 Local affairs.
100 Finance and accounting.
110 Appropriations.
120 Funds, disbursement.
130 Accounting for funds (money).
140 Accounting for property, supplies, etc.
150 Claims and accounts.
160 Contracts.
170
180
190
200 Personnel.
210 Commissioned.
220 Enlisted.
230 Civilian employees.
240 Pay and allowances.
250 Discipline.
260 Pensions.
270
280
290 Miscellaneous.

300 Administration.
310 Business methods and procedure.
320 Organization of the Army.
330 Military control.
340 Recruitment.
350 Education.
360 Aviation and Aeronautics.
370 Employment and movement of troops.
380 War and peace.
390
400 Supplies and equipment.
410 Building material and hardware.
420 Clothing, equipage, toilet articles.
430 Subsistence stores.
440 Medical, surgical, and veterinary supplies, equipment and instruments.
450 Supplies and equipment for transportation.
460 Other supplies.
470 Armament and ammunition.
480 Rentals and services other than personal.
490
500 Transportation.
510 Transportation of persons.
520 Transportation of supplies (property).
530 Transportation by land.
540 Transportation by water.
550 Transportation rates, tariffs, accounts, contracts, tickets.
560 Harbor boats (including mine planters and cable steamers).
570 Transports and Army transport service.
580 (See 360 for Aviation and Aeronautics).
590 Miscellaneous.

600 **Buildings and grounds.**
610 **Grounds, harbors, wharves, drainage.**
620 **Barracks and quarters.**
630 **Post buildings.**
640
650 **Minor construction.**
660 **Fortifications.**
670 **Plants and systems.**
680 **Reservations.**
690
700 **Medicine, hygiene, and sanitation.**
710 **Diseases.**
720 **Health and prevention of disease.**
730 **Schools of medicine and treatments.**
740 **Physiology and anatomy.**
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770
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800 **Rivers and harbors.**
810 **Natural divisions and accessories.**
820 **Artificial divisions and accessories.**
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000 GENERAL.

000. 1 Politics.

000. 2 Political. (Arrange alphabetically.)

(Parties, campaigns, and demonstrations, elections and election day, offenses as revolutions, rebellions, secessions, seditious conspiracies, assassinations; confiscations, slaves and slavery, extradition, neutrality.)

000. 3 Religion. (Arrange alphabetically.)

(Churches, denominations, and sects; orders and organizations; ceremonies, services in the Army, Sunday observance, desecration of churches, clergy and clergymen.)

000. 4 Historical. (Arrange alphabetically.)

(Antiquities, relics, and curios; Declaration of Independence, coats of arms and museums, Northwest Territory, historical landmarks and ruins, archæological sites, reconstruction period, massacres, etc.)

000. 5 Crimes and criminals. (Arrange alphabetically.)

(Anarchy, bribery, collusion, conspiracy, treason, counterfeiting, felony, forgery, fraud, graft, illicit traffic, murder, mutiny, perjury, piracy, robbery, smuggling, and swindling, adventurers, anarchists, counterfeiters, imposters, incendiaries, outlaws, pirates, smugglers.)

000. 6 Penal institutions, civil. (For military, see 252.)

(Prisons, penitentiaries, reformatories.)

000. 7 Publicity and public press.

(Interviews and giving out information, secret and confidential matters, censorship, press agents, press clippings, newspapers and magazines, press syndicates, newspaper correspondents, writers, and photographers, and in aid of National Guard.)

000.8 Educational institutions, civil. (For military, see 350.)

(Legislation and laws affecting, graduates of, public and normal schools; colleges and universities; sectarian schools and colleges; cadets, in National Guard; military training of cadets; cadets as part of National Guard; degrees.)

001 Conventions, expositions, fairs, reunions, meetings, celebrations, jubilees, etc.

(Exhibits and lectures at.)

002 Soldiers' Homes, and admission to.

(National, Volunteer, Confederate.)

003 Weights, measures, and monetary systems.

(Metric system, coins and coinage.)

004 **Commercial enterprises, projects, and plants. (Arrange alphabetically.)**

(Addresses and names of; agents and powers of attorney, business standing, merchants and merchandising, cooperative stores, banks and banking, investments, loans, loan sharks and usury, pawnbrokers and shops.)

004. 4 Factories and manufacturing establishments, civil.

(Capacity or output; offered to or taken over by Government; powder factories, civil; aeroplane factories, civil.)

004. 5 Photography and moving pictures.

(Photographs and films, requests for.)

004. 6 Insurance. (Arrange alphabetically.)

(Life, fire, marine.)

004. 7 Agencies, employment and other. (See also 004.)

005 **Gratuity and charity. (Arrange alphabetically.)**

(Gratuities, prizes, contributions, gifts and presents, donations.)

006 **Holidays.**

007 **Fine Arts. (Arrange alphabetically.)**

(Music, national anthems, patriotic songs, miscellaneous airs, portraits, astronomy, paintings, sculpture, camouflage.)

008 **Precedents.**

(A precedent file will be established in each office in which will be filed copies of all decisions, opinions, and unusual cases which may be valuable in the future for guidance of the office in similar cases. The file number 008 is arbitrarily selected and designated as the number under which these copies will be filed. Decisions and opinions may arise under any or all of the subjects of the classification and when they do copies of the indorsements, letters, orders, etc., containing decisions showing the particular file number of the classification under which the decision has arisen will be filed under the number selected to hold the precedent file—008. The copies of the decisions, opinions, etc., filed under this number will be placed so that the papers with the smaller file numbers are in the front, running to the larger file numbers in the back, arranged in the same order as the file numbers are arranged in the classification)

009 **New subjects. (Arrange alphabetically.)**

020 WAR DEPARTMENT (POWERS, FUNCTIONS, JURISDICTION, ADMINISTRATION).

020. 1 Secretary's office.
020. 2 Assistant Secretary's office.
020. 3 Assistant and Chief Clerk's office.
020. 4 Divisions. (Arrange alphabetically.)
(Disbursing, appointment, mail and record, supply, requisitions and accounts, correspondence, telegraph, advertising.)
020. 5 Shops and stables.
(Carpenter shop, bindery, stables.)
020. 6 National military park commissions.
020. 7 Panama Canal and Panama Railway Co.
020. 8 Bureau of Insular Affairs.

021 Adjutant General's Office.

022 Office Quartermaster General.

023 Office Chief of Ordnance.

024 Office Surgeon General.

024. 1 Army Medical Museum and Library.

025 Office Chief Engineers.

026 Office Chief Signal Officer.

027 Office Inspector General.

028 Office Judge Advocate General.

029 Miscellaneous.

029. 1 Officer in charge of public buildings and grounds.
029. 2 Superintendent of State, War, and Navy Departments Building.
029. 21 Assignment office rooms.
029. 3 Militia Bureau.

030 THE PRESIDENT AND CONGRESS OF THE UNITED STATES.

031 The President (The White House).

(Veto power, inauguration, proclamations.)

031. 1 The President as Commander in Chief of Army and Navy. #

031. 2 The President personally. #

031. 3 The Secretary to the President. #

031. 4 The President's commissions and boards. #

(The Keep Commission, the Economy and Efficiency Commission, Shipping Board and Fleet Corporation, Council of National Defense, Food Commission, War Industries Board.)

032 Congress (Arrange alphabetically.)

(Acts of, joint resolution, thanks of, congressional action and legislation, Congressmen, Library of Congress, Capitol, joint committees and reports of.)

032. 1 House of Representatives. (Arrange alphabetically.) #

(Speaker, officers of, Representatives, resolutions, bills, documents, committees and reports of, Office Building.)

032. 2 Senate. (Arrange alphabetically.) #

(Vice-President or presiding officer, officers of, Senators, resolutions, bills, documents, committees and reports of, Office Building.)

032. 3 Requests from, for information. #

040 EXECUTIVE DEPARTMENTS OF THE UNITED STATES.

040.1 Government Printing Office. #

(Public Printer, and Superintendent of Documents.)

040.2 Civil Service Commission and District civil-service boards. #

040.3 Interstate Commerce Commission. #

040.4 Smithsonian Institution and National Museum. #

040.5 General Supply Committee (Boards of awards). #

040.6 Bureau of American Republics. #

040.7 United States Geographic Board. #

040.8 Hall of Records. #

040.9 Miscellaneous. # (See 031.4.)

041 The Department of State. #

041.1 Officers. #

041.2 Bureaus, etc. #

(Consular, Consular Service; diplomatic; military attachés; ambassadors and ministers; citizenship; passports.)

042 Treasury Department. #

042.1 Officers. # (Arrange alphabetically.)

(Treasurer of the United States, comptroller, Auditor for the War Department and other departments, Supervising Architect, Director of mint.)

042.2 Bureaus. # (Arrange alphabetically.)

(Bureau of Public Health, Printing and Engraving, Life-Saving Service, Revenue-Cutter Service, Secret-Service Division and Section Surety Bonds, Internal Revenue, revenue officers and stamps (see 012.2), Customs Service, Customhouse, collectors and officers, port dues and port charges, tonnage dues.)

043 Post Office Department. #

043.1 Officers. #

(Postmaster General, postmasters, etc.)

043.2 Bureaus, etc. # (Arrange alphabetically.)

(Dead-Letter Office, Parcel-Post System, Rural Free Delivery, Postal Savings System, postal convention, Postal Union, post offices.)

044 Department of Justice. #

044.1 Officers. #

(Attorney General and Solicitor General, attorneys, agents, and solicitors.)

044.2 Bureaus. # (See 015.5.)

045 Navy Department. #

045.1 Officers. #

045.2 Bureaus. # (Arrange alphabetically.)

(Navigation, Construction and Repair, Steam Engineering, Yards and Docks, Hydrographic Office, Bureau of Ordnance.)

Navy Department—Continued. #

045. 3 Marine Corps. #
(Marine Band, cadets, officers, enlisted men, marine artillery, marine brigades.)

045. 4 Fleets, squadrons, convoys, and stations, navy or naval. #

045. 5 Officers of the Navy. #

045. 6 Enlisted men or sailors. #

045. 7 Naval forces. #
(Reserves, militia, patrols, patrol systems, and regulations.)

045. 8 Naval schools. #
(War College, Naval Academy, naval cadets.)

045. 9 Miscellaneous. # (Arrange alphabetically.)
(Naval reviews, vessels, construction and defense, mines, districts, bases, records, war records, warfare, war games, badges, hospitals, submarines.)

046 Interior Department.

046. 1 Officers. #

046. 2 Bureaus. # (Arrange alphabetically.)
(Returns Office, General Land Office, land offices, national parks, Patent Office, Pension Office, Commissioner of, records, Indian affairs, Indian tribes, agencies, schools, prisoners, Esquimos and Alaskans, Bureau of Mines, tests of coal (see 569.1), Geological Survey, Reclamation Service.)

046. 3 Government Hospital for the Insane, St. Elizabeth's, Freedman's Hospital. #
(Admission of civilian employees, ex-regular officers and soldiers, ex-volunteer officers and soldiers, enlisted men, Regular Army, National Army, Volunteers, Philippine Scouts, Army officers, contract surgeons, and Army field clerks.)

046. 39 Miscellaneous. #
(Escorts for insane, reports of changes, etc.)

046. 4 Alaskan Engineering Commission. #

047 Department of Agriculture. #

047. 1 Officers. #

047. 2 Bureaus. (Arrange alphabetically.) #
(Weather Bureau, meteorological observations, rainfall; Forest Service, Plant Industry, Bureau of Animal Industry, and Bureau of Chemistry.)

048 Department of Commerce. #

048. 1 Officers. #

048. 2 Bureaus. #
(Bureau of Standards, Bureau of Lighthouses, Bureau of the Census, Coast and Geodetic Survey, Steamboat-Inspection Service, Bureau of Navigation, Statistical interdepartmental committee.)

049 Miscellaneous. #

049. 1 Department of Labor. #

049. 11 Officers. #

049. 12 Bureaus. #
(Immigration, Naturalization, Labor Statistics, Children's.)

050 100 140 160 200 230 240 300 320 350 370 400 430 470 480 500 540 560 570 600 650 680 700

050 STATISTICS.

051 Armies of the Civil War.

(Union, Confederate.)

052 Battles and Battle Reports.

(Chronological lists, etc.)

053 Vital.

(Losses, mortality, births and deaths, insanity, health.)

054 Prisoners of War.

(Union, Confederate, German, and other.)

055 Wars.

(Colonial, Indian, Revolutionary War, War of 1812, Mexican War, Civil War or War of the Rebellion, Union, Confederate, Spanish War, Philippine Insurrection, Foreign wars, Whisky Rebellion and Insurrection, European War.)

056 Army Statistics.

(Regular, Volunteer, Foreign, Militia, National Guard, National Army, etc.)

059 Miscellaneous.

(Military, fighting men, civil or census, fiscal or cost as to various subjects.)

060 MAPS AND PUBLICATIONS.

061 Maps.

(Mapping, map work, map reproduction, scale of, drawings, tracings, sketches, blue prints, distribution and sale of, battle field, cantonment, maneuver, and war maps, confidential maps, progressive military maps, lake surveys, General Land Office, Geological Survey, Coast and Geodetic Survey, post route, parcel post, Ordnance Survey, Great Britain, Ireland, topographic or relief, etc.)

062 Publications, Distribution and requests for. (Arrange alphabetically.)

(Social lists, mimeographs, bureau pamphlets, price lists, special circulars and bulletins, rebellion records, manuals, regulations, professional and technical books, directories, registers, rosters, reports of issue of publications, other than War Department publications, Congressional Record, postal guides, Statesman's Yearbook, Navy Department publications, directories and registers, Biennial Navy Registers, Congressional Directory, social lists, etc., foreign publications, service journals.)

070 INVENTIONS.

072 Patents.

(Persons entitled to, effect of letters patent, use of patented articles by Government, under contract, under license, royalties on, infringement, assignment of.)

073 Copyrights.

(Persons entitled to, effect of, royalties on, infringements, assignment of, books and pamphlets, pictures and illustrations, publications.)

074 Trade-marks.

(Persons entitled to, effect of, infringement, assignment of.)

080 **Societies and associations. (Arrange alphabetically.)**

(Patriotic, veteran, historical, secret, fraternal, religious, moral, charitable, commercial, political, engineering, and labor unions.)

081 **Assistance from.**

082 **Storage of property for.**

083 **Use of Government buildings, reservations, etc., by.**

090 **LOCAL AFFAIRS. #**

(Subdivide first alphabetically by names of countries, States and Territories, then subdivide alphabetically by names of counties, cities, towns, etc. Carry under this number cross references to all divisions of geographical file as described in paragraph 34 of this manual.)

(Countries, States and Territories, cities and towns.)

093 **Insular possessions, colonies, insular army, insular police, insular constabulary, hemp ports, policies and future government.**

095 **Individuals. # (File alphabetically under this head cross-reference sheets for names of persons, firms, other than officials, officers, enlisted men and employees of the War Department.)**

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100 **FINANCE AND ACCOUNTING.**

101 **Accounting systems.**

102 **Accountability, questions as to.**

103 **Budget systems.**

110 **APPROPRIATIONS (Arrange alphabetically) #(See 112.)**

(Current, Annual, Continuous, Recurrent, Permanent, Specific annual, Specific continuous, Indefinite unlimited, Trust and special.)

111 ***Estimates for Appropriations* (Arrange alphabetically by names of appropriations and by fiscal years.)**

111. 1 Laws relating to, and rules.
111. 2 Methods and forms of.
111. 3 Data for and reports to accompany.
111. 4 Directions regarding and submission of.
111. 5 Hearings on estimates, and data for.

112 **Appropriations Proper. (Arrange alphabetically by names of appropriations and by fiscal years.)**

112. 1 Laws governing (Use and availability of funds).
112. 2 Construction or interpretation of. (By Comptroller, Judge Advocate General, Bureaus of War Department.)
112. 3 Methods of making appropriations.
112. 4 Allotment or assignment of.
112. 5 Apportionment of.
112. 6 Warrants for.
112. 7 Balances of appropriations.
112. 8 Reports and statements as to appropriations.

113 **Reimbursements and Transfers. (Make cross-references to matters for which reimbursement or transfer is made.)**

113. 1 Methods and procedure.
113. 2 Between War Department appropriations.
113. 3 To or from appropriations of other departments.
113. 4 To or from militia appropriations.

120 FUNDS, DISBURSEMENT.

(Laws and regulations as to, systems and methods, station numbers.)

121 Apportionment and Supply of Funds.

121.1 *Letters of apportionment.*
(Issue, method and time of, data on which based, instructions regarding, deposits to cover overdrafts, reductions, requests and estimates for apportionments, increases and decreases, changes, corrections, withdrawals, cancellations, apportionment accounts and reports.)

121.2 *Letters of allotment of apportionments.*
(Issue, method and time of, data on which based, instructions regarding, deposits to cover overdrafts, reductions, requests and estimates for allotments, increases and decreases, changes, corrections, withdrawals, cancellations, allotment accounts and reports.)

121.3 *Invoices and lists of*, showing supplies transferred.
(Methods and procedure, instructions, lists submitted, invoices returned to be listed, charges and deposits to cover.)

121.4 *Estimates for funds and requisitions on Treasury.*
(Methods, procedure, instructions, estimates for funds submitted, requisitions on Treasury, advice of deposit by Treasury to meet requisitions.)

121.5 *Reports of savings and losses.*
(Forms and methods of handling, reports of savings, reports of unallotted balances, reports of savings on rations, reports of losses.)

121.6 *Cost records and reports.*
(Forms and methods of handling, cost reports, cost accounts and records, consolidated cost reports.)

121.7 *Reports and financial statements.*
(Reports of transportation liabilities, Reports of transportation charges paid, Reports of telegraph accounts paid, Reports of outstanding liabilities.)

121.9 Miscellaneous.

122 Checks and Depositaries.

(Laws and regulations as to.)

122.1 Checks, money orders, drafts.
(Forms and methods of handling, numerical symbol, Supply and transfer of blanks, Questions as to payment or nonpayment, Cancellations, Duplicate checks, and second originals, Indemnity bonds covering, Lost, stolen, destroyed, Forgeries, alterations, *Reports of outstanding checks*, on relief of disbursing officer and outstanding three years or more, Miscellaneous checks.)

122.2 Depositaries, Treasury and other.
(Designations and changes in, Deposits and transfers funds between, balances and overdrafts.)

123 Funds, Money. (Arrange alphabetically.)

(Public, Special, Contributed, Conscience, Contingent, Working balances, Post funds, Post exchange funds, Laundry funds, Hospital funds, Bakery funds and savings, Prison funds, Slush funds, Recruiting funds, Miscellaneous post funds, Company and Regimental funds, Band funds, Mess funds, Ration funds, Subsistence savings.)

123.1 Laws and regulations as to.
123.2 Methods of supplying.
123.3 Safe-keeping of.
123.4 In personal possession.
123.5 Shortages, lost, stolen, misplaced.
123.6 Transfers between officers.
123.7 Exchange of foreign money.

100 140 160 200 230 240 300 320 350 370 400 430 470 480 500 540 560 570

150 CLAIMS AND ACCOUNTS.

(Claims are uncertain, out of date, and often unliquidated; accounts are certain, recent, liquidated.)

(Methods of presenting, laws and regulations, affecting, assignment, assignment of funds arising from, calls for evidence, records of services, reports of boards, submission to Congress.)

151 ***Claims on Account of Wars.*** (***Arrange alphabetically.***)

152 ***Claims for Personal Injuries, Disease.*** (***Arrange alphabetically.***)

153 ***Damage Claims (other than 151, Act Mar. 3, 1885).*** (***Arrange alphabetically.***)

154 ***Claims for Pay, Wages, Salaries, Mileage.*** (***Arrange alphabetically.***)

155 Reimbursement Traveling Expenses. (See 248.7.) (Arrange alphabetically.)

156 Reimbursement for Charges and Expenses Paid. (Arrange alphabetically.)

157 (Burial Expenses. Arrange alphabetically.)

158 ***Miscellaneous Accounts Against Army, Except Transportation Accounts.*** (***Arrange alphabetically.***)

(For supplies, for services, as reporters, etc, telegraph, telephone, advertising, job printing.)

159 ***Miscellaneous Accounts and Claims in Favor of the United States Against Others (except transportation matters).*** (***Arrange alphabetically.***)

160 CONTRACTS.#

(Authority of Congress, express, implied from appropriation, optional, laws relating to; convict labor, and protection labor and material men, eight-hour law, distinct and separate contracts for each work (R. S. 3717), written contracts (R. S. 3744), in excess of appropriations (R. S. 1136).)

161 Formalities. (Arrange alphabetically.)#

(Oral agreement, written proposal and acceptance, written contracts; parties and agents, contracting officer, contractors, individuals, personal representatives, partnerships, corporations; Congress, interest of Members of; with persons in Government service, agents, authority of, powers of attorney, interest of contracting officers; preparation and execution of contracts, method of signing, forms and instructions, changes and corrections, approval or acceptance, distribution of contracts and copies, filing in returns office, delinquencies; filing in auditor's office, copies of, lists of.)

162 Advertisements for proposals. (Arrange alphabetically.)#

(Advertisements required. (Sec. 3709 R. S.); Exceptions: Personal services, emergency purchases, purchases of limited amounts, competition useless, previous advertising without result, purchases from another department, extras under existing contract, contract following default.)

163 Bids. (Arrange alphabetically.)#

(Canvassing, opening, received after time set for opening, returned unopened, alternate, equal prices in, instructions and regulations, error as ground for relief, award to lowest bidder, waiver of irregularities, delay in mails, other irregularities, acceptance, rejection, withdrawal, bidders, bankrupt, defaulting.)

164 Performance or nonperformance. (Arrange alphabetically.)#

(Time of performance, delays, suspension of work, defaults, annulment, abandonment, termination, deliveries under, and calls on contracts, increase or decrease, waivers, release, transfer of contract, involuntary assignments, voluntary assignments, subletting.)

165 Classes of contracts. (Arrange alphabetically.)#

(Supplemental contracts, extension of time, other modifications, renewal contracts, continuing contracts, executory contracts, foreigners' contracts, emergency and exigency contracts.)

166 Damages, Penalties. (Arrange alphabetically.)#

(Penalty, liquidated damages, actual damages.)

167 Settlements and Claims. (Arrange alphabetically.)#

(Bills, checks, and vouchers, certificates of inspection and receipts, authority to collect payments, partial payments, advance payments, deferred or suspended payments, withheld payments, retained percentages, set-offs.)

168 Bonds, Contract.# (Arrange alphabetically.) (File bonds with contracts to which they belong.)

(Date, seal, by partnerships, by corporations, authority to officer or agent, official and duties requiring bonds, examination and approval, examination as to sufficiency of sureties and amounts, renewal, contract, examination and approval, for supplies, and services other than public works, waiver, for public works, clause for payment of labor and material men, copy of contract and bond, bidder's guaranties; certified checks, to secure loans and property, to colleges and schools, other loans, indemnity bonds, annual bonds or guaranties, individual sureties, justification, persons disqualified, surety companies, release of sureties, modification of contract, with and without consent.)

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200 PERSONNEL.

201 ***Personal records.*** **(Arrange alphabetically.) (See par. 36.)**

201. 1 Methods and forms of keeping, commendations, and complaints, debt and other, *individual histories, descriptive lists, historical records, service records, and enlistment papers*, distinguished services, physical tests, riding, walking, physical efficiency examination, officers, enlisted men, *personal report*, obstacle and other exercises, efficiency, mental and physical, *efficiency reports*, change of name and addresses, *records of*.

210 COMMISSIONED. (Processes 210.1 to 210.8 may be used only with subject numbers 211.11 to 211.39.)

210. 1 Appointments. (Arrange alphabetically.)

(Eligibility and qualifications, examination, physical and mental, papers and questions, disqualifying defects, temperamental peculiarities, deafness, vision, age, insanity, height and chest measurement, corpulency, commissions and contracts, nomination and confirmation, acceptance and oath, recess, recommission, duplicate.)

210. 2 Promotions. (Arrange alphabetically.)

(Eligibility and qualifications, examination, physical and mental, papers and questions, disqualifying defects, temperamental peculiarities, deafness, vision, age, height and chest measurement, corpulency, insanity, commissions, nomination and confirmation, acceptance and oath, recess, suspension from promotion.)

210. 3 Assignment, change station, transfer.

(Assignment, and report for duty, department and division commanders, staff officers, line officers, officers of native troops, change of station, transfer, staff corps and department, line of the Army and officers native troops, on account of ill health, detached officers' permanent list.)

210. 4 Duties and service.

(Employment by corporations and others, and as United States agents, examinations for civil officer, acceptance of civil office, commission in the National Guard, Officers' Reserve Corps, and National Army, duty tours and status, line of duty, mounted duty, detached service, foreign and in United States, travel duty.)

210. 5 Rewards, badges and medals. (Arrange alphabetically.)

(Badges, China, Civil War, corps, foreign decorations, Indian, Philippine, Spanish, Mexican border, medals, Army Cuban Pacification, congressional, honor, replacing old with new, life-saving, Philippine insurrection, small-arms target practice, other target practice competitions.)

210. 6 Details. (Arrange alphabetically.)

(Staff corps and departments, junior aviators, student aviators, scout aviators, flying instructors, attending surgeons, recruiting service, active and retired, Army service schools, instructors and students, schools and colleges, civil, National Guard, active and retired, inspector instructors, duties and status, instruction visits, expenses (other than paid by United States). For technical instruction at civil colleges, to regular Army for instruction, camps of instruction, target practice and ranges, foreign, military attachés, envoys, coronations, observers at maneuvers and wars, military and civil schools, miscellaneous, inspections and investigations of various kinds, surveying officers, conventions, expositions, fairs, representatives, etc., aids, to deliver lectures, court-martials.)

210.7 Absence, rank, and command. (Arrange alphabetically.)

(Absence, with leave, without leave, sick leave, hunting leave, passes, and witness duty, permission to go beyond the sea, rank and command and precedence, conflict of authority, intermediate commanders, brevet rank, lineal rank, relative rank, between regular National Guard, officers, and reserve officers, assignment to command other than rank.)

210.8 Separations and estates. (Arrange alphabetically.)

(Dismissals, eliminations, resignations and annulment of contracts, restorations, retirement, retired officers, death, effects and estates, effects and funds, estates, wills, testaments.)

211 Titles and Grades. (Processes 210.1 to 210.8 may be used only with subject numbers 211.11 to 211.39.)

211.11 Generals and lieutenant generals.
211.12 Major generals.
211.13 Brigadier generals.
211.14 Colonels.
211.15 Lieutenant colonels.
211.16 Majors.
211.17 Captains.
211.18 First lieutenants.
211.19 Dental surgeons.
211.21 Second lieutenants.
211.22 Chaplains.
211.23 Veterinarians.
211.24 See 322.3.
211.25 Pay clerks, Army field clerks, field clerks, Quartermaster Corps.
211.26 Contract surgeons.
211.27 Candidates for appointments.
211.28 Superintendents of nurses.
211.29 Chief nurses.
211.31 Nurses and matrons.
211.32 Military aviators, senior and junior grades.
211.33 Optrometrists.
211.34 Chiropodists.
211.35 Osteopaths.
211.36 Roentgenologists.
211.39 Other titles and grades.

(New titles and grades to be added alphabetically under 211.39.)

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220 ENLISTED.

(Processes 220.1 to 220.8 may be used only with subject numbers 221.11 to 221.39.)

220. 1 Appointmentor enlistment.

(Eligibility and qualification, examination, mental and physical, papers and questions, disqualifying defects, temperamental peculiarities, deafness, vision, age, height and chest measurement, insanity, corpulency, warrants, acceptance or declination.)

220. 2 Promotion.

(Eligibility and qualifications, examination, mental and physical, papers and questions, disqualifying defects, temperamental peculiarities, deafness, vision, age, height, and chest measurement, corpulency, insanity, warrants, acceptance or declination, suspension from promotion, reductions, change in grade, rating and disrating.)

220. 3 Assignment, change of station, transfer. (Arrange alphabetically.)

(Assignment, allotment, etc., and report for duty, noncommissioned and noncommissioned staff officers, privates and rated men, change of station, noncommissioned and noncommissioned staff officers, privates and rated men, transfers, staff corps and departments, line of the Army, service-school detachments, on account of ill health, torpedo and mine companies held in service after term of enlistment.)

220. 4 Duties and service. (Arrange alphabetically.)

(Employment by corporations or others, examination for civil office, acceptance of civil officer, commissions in National Guard, duty tours and status, line of duty, mounted duty, detached service, foreign, travel duty.)

220. 5 Rewards, badges and medals. (Arrange alphabetically.)

(Badges, China, Civil War, Corps, Foreign decorations, Indian, Philippine, Spanish, Medals, Army Cuban Pacification, Congressional, Honor, replacing old with new, life-saving, Philippine Insurrection, small-arms practice competitions, other target practice competitions, good conduct badges and lists, certificate of merit, badges.)

220. 6 Details. (Arrange alphabetically.)

(Staff corps and departments, recruiting service, active and retired, Army service schools, and other Army schools, schools and colleges, civil, and exposition, National Guard, instructors, duties and status, instruction visits, expenses (other than paid by United States), for technical instruction at civil colleges, to Regular Army for instructions, camps of instruction, target practice and ranges, Foreign, miscellaneous, extra duty, daily and special duty, mine planters.)

220. 7 Absence, rank and precedence. (Arrange alphabetically.)

(Absence. Furlough, with leave, without leave, sick leave, hunting leave, passes and witness duty, permission to go beyond the sea, rank and precedence, noncommissioned officers, privates and rated men, National Guard, between regular and noncommissioned officers, assignment to command other than rank.)

220. 8 Separations. (Arrange alphabetically.) (Casuals.)

(Honorable discharge on account of disability, insanity, favor, or dependence, expiration of term of enlistment, purchase, recruits, rejected, when ordered by the Secretary of War, or for convenience of Government; dishonorable discharge by court-martial sentence, sentence military commission, discharge on account of fraudulent enlistment, imprisonment under sentence civil court, disqualification by misconduct, service not honest and faithful, worthlessness (under A. R. 1484), minority, when ordered by Secretary of War, certificates of service (discharges), certificate in lieu of lost discharge, character on discharge, retirement, retired enlisted men, death, reports of, enlisted men, furlough to reserve, effects and estates, enlisted men, effects and funds, estates, wills and testaments.)

221 Titles and Grades. (Processes 220.1 to 220.8 may be used only with subject numbers 221.11 to 221.39.)

221. 11 Sergeant major, regimental, senior grade, junior grade, C. A. C.; sergeants major, squadron and battalion. 230

221. 12 Master signal electrician, master electrician, C. A. C.; electrician sergeants, second class, C. A. C.; electrician sergeants, second class, Q. M. C.; electrician sergeant, first class, C. A. C.; electrician sergeant, first class, Q. M. C.; electrician sergeant, Signal Corps; electrician casemate; electrician Q. M. C.; electrician and lineman, Q. M. C.; electrical workers, Signal Corps, and similarly rated electrical enlisted men. 240 300 320 350 370

221. 13 Chief musician, principal musician, band leader, drum major, chief trumpeter, band sergeant, band corporal, musician, trumpeter, bugler, sergeant bugler, chief bugler, drummers. 400 430

221. 14 Engineer, C. A. C.; master engineer; engineer, Q. M. C.; foreman engineer; assistant engineer; other engineers. 470 480

221. 15 Ordnance sergeant; sergeants and corporals of ordnance. 500

221. 16 Quartermaster sergeant, Q. M. C.; quartermaster sergeant, senior grade, Q. M. C.; supply sergeant, regimental; supply sergeant, battalion; supply sergeant, troop, company, battery. 54 56

221. 17 Sergeants, first class; master hospital sergeant; hospital sergeant; sergeants and corporals, Medical Department. 57

221. 18 Commissary sergeant, regimental; color sergeant; battalion Q. M. sergeant, Engineers; battalion Q. M. sergeant, Infantry; battalion Q. M. sergeant, Cavalry; battalion Q. M. sergeant, Field Artillery. 60

221. 19 Signal sergeant, first class; sergeants and corporals, Signal Corps, and Aviation Sections.

221. 21	First sergeant, color sergeants, sergeant, corporal of the line, lance noncommissioned officer.
221. 22	Sergeant, sergeant first class, Q. M. C.; sergeant first class, Engineers; sergeant first class, Field Artillery.
221. 23	Stable sergeant; mess sergeant.
221. 24	Artificer, carpenter, overseer, foreman laborer, laborer gardener, warehouseman, watchman, foragemaster, packmaster, assistant packmaster, packer, cargador, storekeeper, checker, coxswain, schoolteacher.
221. 25	Fireman, C. A. C; fireman, Q. M. C.; other firemen.
221. 26	Baker, assistant baker, chief baker; cooks, acting cooks; butchers.
221. 27	Blacksmith, horseshoer, blacksmith-horseshoer, farrier.
221. 28	Chief loader, chief planter, planters, plotters, gun commander, gunners first and second class; gun pointer, observer first and second class.
221. 29	Company clerks, clerks, various grades and rating.
221. 31	Marksman, sharpshooter, expert rifleman and other rated men.
221. 32	Orderly, janitor, messenger.
221. 33	Mechanic, chief mechanic, chauffeur, motorman, painter, plumber, tinner, wheelwright, and similar trades.
221. 34	Saddler, barber, shoemaker, cobblers, tailor, and similar trades.
221. 35	Switchboard operator, radio operator, radio sergeant, telegraph operator, telephone operator.
221. 36	Privates, line, staff departments first and second class, Engineer Corps, Medical Department, Ordnance Deparment, Quartermaster Corps, Signal Corps.
221. 37	Wagoner, teamster, wagonmaster, assistant wagonmaster, and similar ratings.
221. 38	Candidates for appointment second lieutenant.
221. 39	Other titles and grades.

NOTE.—New titles and grades to be added alphabetically under 221.39, and each group arranged alphabetically in the file.

230 CIVILIAN EMPLOYEES. (Processes 230.01 to 230.88 may be used only with subject numbers 231.1 to 231.8.)

230.01 *Applications* and *recommendations* of employees in the War Department for employment elsewhere. (Arrange alphabetically.)

230.02 *Applications* and *recommendations* of candidates for positions, transfers, reinstatements to and between services under War Department. (Arrange alphabetically.)
(In outlying places and far-distant stations.)

230.03 *Requests* for information in regard positions.
(In outlying places and far-distant stations.)

230.04 Legislation and Laws.
(Civil-service act, Preference laws.)

230.05 Rules, regulations, and practices.
(General civil-service rules, labor regulations of Civil Service Commission, special rules and regulations of the War Department.)

230.06 Civil-service systems and methods.
(Apportionment by States, the district system and boards of examiners.)

230.1 Entrance into service.

230.11 *Register of eligibles.* (Arrange alphabetically.)
(Establishment and maintenance, examination, questions and tests, including, samples, standardizing, competitive or noncompetitive, candidates for examination, physical qualifications, moral qualifications, age qualifications, graduation from approved colleges and schools, license qualifications, willingness for foreign service.)

230.12 *Announcements of examinations.*
(Reports of results of examinations, requests for information as to, positions excepted from.)

230.13 *Certificates of eligibles.* (Arrange alphabetically.)
(Methods of certifying and obtaining certifications, lists of eligibles called for and returned, positions offered to eligibles, examination papers called for, furnished, and returned, receipts for examination papers, reports of action on lists of eligibles.

230.14 Hire of employees. (Arrange alphabetically.)
(Laws and legislation as to, child labor, convict labor, strikers and strike breakers, union labor, temporary, substitutes for, sick, absent, suspended, in emergency, pending certification of eligibles, reports of hire, additional, to fill vacancy, report of vacancy not to be filled, contracts for hire of and shipping articles, employment local labor and hired labor, generally, employees for camp maneuvers, joint instruction camps, employees for target ranges.)

230.2 Appointments, and report for duty.

230.21 Methods of appointing. (Arrange alphabetically.)
(Oath of office, antedating appointments, declaration of appointees, notice of appointments, acceptance or declination, canceled or recalled, appointment by Executive orders, appointment through Civil Service Commission, probational appointments, certificates of, reports of, miscellaneous irregular appointments and voluntary services, temporary appointments and to accepted positions.)

Appointments, and report for duty—Continued.

230. 22 Qualifications and status. (Arrange alphabetically.)

(Personal status, sex, married or single, married women, members of family in service, dependents, whether of proper age, i. e., not children, involving employment child labor. Race: Negroes or colored, Filipinos, Japanese, Chinese, Indians or Eskimos; nationality, foreigners, representatives of foreign governments, veterans and enlisted men, mental, moral, and physical status.)

230. 23 Reinstatement.

(*Requests and applications for.* #(See 230.02.) Nominal reinstatements, after performing military service, certificates of.)

230. 24 Transfer to War Department from other departments.

(*Applications for, requests for, from other departments, reports of absence.*)

230. 3 Status, changes, transfers, within service.

(Laws, rules, and regulations.)

230. 31 Status of employees. (Arrange alphabetically.)

(Civil or military, jurisdiction civil authorities over, liability to public duty, road work, witnesses, jury duty, Government defense of suits against employees, classified or unclassified under civil-service rules, *application for classification, recommendations and requests for classification*, reclassification of employees, apportionment by States, relations with Civil Service Commission, conscription or draft of Government employees.)

230. 32 Promotions. (Arrange alphabetically.)

(Laws, rules, and regulations, recommendations and applications for, recommendations from authorities for, reports of promotions and antedating promotions, jumping grades in promotions, promotions from subclerical grades.)

230. 33 Demotions or reductions. (Arrange alphabetically.)

(Laws, rules, and regulations, preferring charges in making demotions *recommendations from authorities for reductions, reports of reductions.*)

230. 34 Efficiency. (Arrange alphabetically.)

(Efficiency systems, methods of keeping records and reports, efficiency boards, rules and regulations as to, data as to, ability to perform tropical service. See 230.346.)

230. 345 Examinations and tests. (Arrange alphabetically.)

(Examination for promotion from subclerical grade, reports of.)

230. 346 *Reports of efficiency and qualifications. (Arrange alphabetically.)*

(Annual, semiannual, monthly, individuals, complaints and protests against ratings, inefficient employees, reports of to accompany estimates. #(See 111.3.)

230. 35 Details. (Arrange alphabetically.)

(Between War Department and other Government establishments, between bureaus of War Department, from departmental to field service, from field to departmental service, between divisions of same office, reports of details accompanying estimates. #(See 111.3.)

Status, changes, transfers, within service—Continued.

230. 36 Transfer and changes of station. (Arrange alphabetically.)

(*Applications for* (See 230.02 for transfers), between bureaus of the War Department, departmental to field, field to departmental, between Army and civilian employees, from United States to far-distant stations, from far-distant stations to United States, assignment upon return to United States, change of stations within United States, exchange of positions within service, assignment and allotment of employees to offices and stations, miscellaneous, reports.)

230. 37 Designations of positions, and changes in, changes in without change of duties.

230. 38 *Reports and returns.*

(*Reports of changes to bureaus, reports of changes to Secretary of War, reports of changes to Civil Service Commission, to the Auditor for War Department, returns of crews and employees, lists of employees, lists of employees recommended for promotion and reduction.*)

230. 4 Duties and service.

230. 41 Duties of employees. (Arrange alphabetically.)

(Assignment of duties, instruction as to duties, *inquiries as to duties*, unusual or additional duties, duties outside regular hours, notarial duties or functions and commissions as marshals, witnessess for United States, duties requiring bonds, *bonds*, reports and statements as to duties and assignments.)

230. 42 Temporary duty involving travel. (Arrange alphabetically.)

(Laws and legislation, rules and regulations, travel orders, absent on duty, unusual trips, *reports of travel by employees.*)

230. 43 Conduct of offices, depots, factories. (Arrange alphabetically.)

(Regulations of the War Department, office rules and regulations, use of elevators, employees performing work at home, labor regulations and troubles, canvassing and circulating subscription lists, collecting, circulating information, printed matter, allotment of room space and office rooms (see 680.3), scientific management, "Taylor System.")

230. 44 Hours of labor. (Arrange alphabetically.)

(Laws and legislation, enforcement and violation, exceptions and exemptions, interpretation of, eight hour law, enforcement and violation, exceptions and exemptions, interpretation of, departmental rules and regulations, office hours, performing work at home, *complaints, protests*, and *inquiries* as to.)

230. 45 Overtime and Sunday work. (Arrange alphabetically.)

(Laws and legislation, departmental rules and regulations, overtime, Sunday work, special classes of employees and localities, *reports of overtime*, and *statistical statements.*)

230. 46 Holidays and early closing. (Arrange alphabetically.)

(Laws and legislation, departmental rules and regulations, state holidays, legal holidays, new holidays proposed, observance of Mondays after holidays, Saturday afternoons, eve of regular holidays, special holidays by executive orders, for deaths, funerals, etc.)

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230. 5 Absence.

230. 51 Laws, rules, and regulations. (Arrange alphabetically.)
(Departmental rules and regulations, field service rules and regulations, methods of calculating, absence on Sundays and holidays, when calculating leave.)

230. 52 *Statistics, statements.*
(*Records of leave, statistical statements as to.*)

230. 53 *Reports as to leaves.*
(*Daily reports, weekly reports, monthly reports, sixty-days reports, semiannual reports, annual reports.*)

230. 54 Annual leave of absence. (Arrange alphabetically.)
(*Application for*, complaints and inquiries as to, cumulative or accrued, eve of resignation, transport and harbor-boat employees, per diem employees, temporary employees, arsenal employees, miscellaneous, involving the employment of substitutes, employees outlying stations.)

230. 55 Sick leave with pay. (Arrange alphabetically.)
(*Applications for, complaints* and *inquiries as to*, on account of contagious diseases or quarantine, transport and harbor boat employees, per diem employees, temporary employees, arsenal employees, involving the employment of substitutes.)

230. 56 Without pay, furloughs, without leave. (Arrange alphabetically.)
(*Applications for, and lists of cases, complaints and inquiries as to*, extended periods, furloughed or "laid off" without leave.)

230. 57 Absence for public duties. (Arrange alphabetically.)
(National Guard or military duty, for voting, for jury duty, for witness duty.)

230. 58 Absence for special events or classes of employees. (Arrange alphabetically.)
(Religious celebrations, deaths and funerals, unveiling statues, on account of weather conditions, patriotic events and celebrations, encampments and reunions.)

230. 6 Privileges and welfare.

230. 61 Safeguarding health. (Arrange alphabetically.)
(Sanitation places of employment, care of consumptives, luncheon facilities.)

230. 62 Burials and funerals.

230. 63 Effects and estates, and property of.

230. 64 Retirement, pensions, superannuations.

230. 65 Unions, associations, societies, clubs.
(Labor unions, War Department Beneficial Association, National Federation of Federal Employees, Federal employees' unions, Civil Service Retirement Association.)

230. 66 *Statements and reports.* (Arrange alphabetically.)
(To President, to Congress, to Congressmen, to Civil Service Commission, to Secretary of War and other department officials.)

230. 67 Attendance at conventions, exhibitions, expositions.

230. 7 Personal records, affairs, and relations. (When relating to particular persons fill under 201.)

230. 71 Personal record files. (Arrange alphabetically.)

(Historical records; records of addresses; rosters and changes; names and addresses of nearest relatives; requests for records of service, addresses, etc., of employees and former employees, from bonding or surety companies, from pension office, from Department of Justice, from Congress or Congressmen; mail to be forwarded; certificates of service; voters' certificates; changes in name; records employees in Washington.

230. 72 *Commendations, recommendations, testimonials.* (Arrange alphabetically.)

(By War Department officials, by Army Officers, by civilian employees; commendations for bravery, by War Department officials, by Army officers, by civilian employees.)

230. 73 Influence, congressional and other. (Arrange alphabetically.)

(For legislation, for appointment or employment, for promotion or increase of pay, reprimands for use of.)

230. 74 *Complaints, charges, and reprimands.* (Arrange alphabetically.)

(Complaint by or on behalf of, complaints against, complaints of indebtedness, measures to enforce payments, charges preferring and preferred, reprimands, suspensions, reports of, remission of unexpired portion of term, under charges, other punishments.)

230. 76 Business affairs of. (Arrange alphabetically.)

(Money lending; holding municipal or similar offices; coaching for civil-service examinations; contracts by, with United States Government; engaging in outside business; agents for concerns doing business with Government; using letter heads showing connection with United States Government; patents and inventions by.)

230. 77 Politics.

(Political activity, political contributions.)

230. 78 Incapacitated employees.

230.8 Separations.

(Inquiries as to.)

230. 81 Resignations.

230. 82 Discharges and dismissals. (Arrange alphabetically.)

(Authority to discharge, discharge for desertion, discharge as punishment, discharge for good of service, discharge without prejudice, *protests against reports as to cause of, discharge certificates.*)

230. 83 Reduction in forces.

230. 84 Retention in service. (Arrange alphabetically.)

(*Application and requests for,* temporary employees, *recommendations from authorities for.*)

230. 85 Deaths from injuries, *reports of.*

230. 86 Deaths from natural causes, *reports of.*

230. 87 Replacing by enlisted men and enlisted men on civil duty.

230. 88 Annulment of contract for services.

231 **Titles and Grades. (Process numbers 230.01 to 230.88 may be used only with subject numbers 231.1 to 231.8.)**

231. 1 Officials appointed by commission of the President.
(Commissioners of national parks and cemeteries, officials of the War Department.)

231. 2 Technical, professional and experts.

231. 21 Engineers. (Arrange alphabetically.)
(Civil and consulting, superintendents of construction, superintending engineers, electrical and mechanical, heating and ventilating, marine, automobile, superintendents marine construction, aviators, aeronauts, flying instructors.)

231. 22 Inspectors. (Arrange alphabetically.)
(Clothing and materials, hats, caps, shoes, leather, rubber, wagons, automobile trucks, tableware, band instruments, hardware, lumber, tents, and other miscellaneous supplies, electrical, marine, hull, boilers, subsistence stores and ordnance, examiners and assistant inspectors, animals.)

231. 23 Medical. (Arrange alphabetically.)
(Doctors, dentists, oculists, opticians, osteopaths, physicians, chiropodists, chiropractors, dermatologists, distitians, neurologists, pathologists, veterinarians, hippologists, ophthalmologists, clinical experts, medical experts, pharmacists, chemists, specialists, microscopists, optometrists, orthoepists, roentgenologists, pediatrictitian, podriatists, bacteriologists, entomologists, X-ray operators.)

231. 24 Architects, draftsmen and surveyors. (Arrange alphabetically.)
(Architects, draftsmen, surveyors, rodmen and assistants, transitmen, tracers.)

231. 25 Lawyers and law clerks.

231. 26 Chaplains.

231. 27 Experts. (Arrange alphabetically.)
(Transportation, food, financial, wool, forage, real estate, textile, mining, accounting, correspondence, and others.)

231. 3 Clerical. (Arrange alphabetically.)
(Clerks, freight and passenger rate clerks, stenographers, typewriters, reporters, accountants, appraisers, statisticians, agents, purchasing, disbursing, transportation, quartermaster, horse buying, dispatch, teachers, instructors, interpreters, translators, undertakers, embalmers, disinterring corps, telephone, telegraph and radio operators.)

231. 4 Superintendents, caretakers, guards, guides, laborers. (Arrange alphabetically.)
(Superintendents of parks, cemeteries, grounds, piers, stables, caretakers, custodians, farmers, gardeners, foresters, forest rangers, guards, policemen, detectives, watchmen, guides, scouts, spies, nurses, messengers, mail carriers, dispatch bearers, janitors, matrons, scrubbers, charwomen, laborers, foremen of laborers, chauffeurs, elevator conductors, scorers, spotters, markers, miscellaneous.)

231. 5 Mechanical trades. (Arrange alphabetically.)
(Engineers, firemen, enginemen for locomotives, bridge, trains, stationary engines, steam shovels, printers, photographers, electricians, linemen, armorers, molders, machinists, targeters, mechanics, plumbers, steam fitters, tinners, mechanicians, carpenters, masons, painters, wheelwrights, saddlers, furriers, blacksmiths, harness makers, horseshoers, submarine net makers and layers.)

Titles and Grades—Continued.

231.6 Depot, factory and shop employees. (Arrange alphabetically.)

(Storekeepers, warehousemen, packers, shippers, checkers, clothiers, tailors, cutters, seamstresses, folders, trimmers, spongers, other operatives, foremen, superintendents and assistants, matrons, tentmakers and skilled workmen making equipage.)

231.7 Post, pack and wagon train employees. (Arrange alphabetically.)

(Packers and pack masters, forage masters, cargadors, train masters, wagon masters, wagoners, teamsters, superintendents of corrals, horse trainers, wranglers, stablemen, scavengers, hostlers, cooks and bakers.)

231.8 Transport and harbor-boat employees. (Arrange alphabetically.)

(Masters, mates and other officers, pilots, drivers, deck department, transport service, yeomen, boatswains, carpenters, masters-at-arms, storekeepers, wheelmen, deck hands, seamen, deck boys, engine department, transport service, coal passers, electricians, firemen, oilers, plumbers, machinists, storekeepers, water tenders, engineers. Harbor-boat service (engineers, assistants, engineers, oilers, firemen, deck hands, cooks, sailors, wharf employees, stevedores). Stewards department, transport service (yeomen, storekeepers, cook stewardesses, bakers, butchers, messmen, janitors, watchmen, waiters, bell boys).

231.9 Miscellaneous. (Arrange alphabetically.)

240 PAY AND ALLOWANCES. (Arrange alphabetically.)

(System of paying, method of paying, at encampments and maneuvers, places of paying, times of paying, paying of officers, pay Federal employees as militiamen, pay for instruction drills or armory service, expenses officers and enlisted men on duty with National Guard.)

241 Officers, Nurses, Field Clerks, Veterinarians. (Arrange alphabetically.)

(Methods and forms used in paying, advance of pay, partial payment before settlement of accounts, payment on duplicate papers.)

241.1 Kinds and rates of pay entitled to. (Arrange alphabetically.)

(Base pay of grade, longevity, foreign service, higher or increased command, pay for mounts, extra for aids, staff details, retired pay and allowances, and on active duty.)

241.2 Correcting payments, stoppages, and deductions. (Arrange alphabetically.)

(Short payments, credit for, overpayments, double payments, absence from duty, misconduct, absence without leave, excess leave, *stoppage circular, data for and issuance of.*)

241.3 Collecting charges against. (Arrange alphabetically.)

(Indebtedness and dues, hospital dues, and income tax, to private parties, to United States (other than specified herein), fines and forfeitures, errors in paying, errors in authorizing expenditures, errors in disbursing funds (not pay), damage to or loss of property, alimony, exceeding allowance.)

241.4 *Pay accounts proper.* (Arrange alphabetically.)

(Assignment or transfer of, indorsed for deposit, where or by whom paid, suspension by the auditor.)

241.5 Final pay.

241.6 *Certificates of nonindebtedness.* (Arrange alphabetically.)

241.8 *Reports regarding pay of.* (Arrange alphabetically.)

242 Pay of enlisted men. (Arrange alphabetically.)

(Methods, forms, times, and places for payment of troops, date of commencement, increases and decreases, pay after expiration term of enlistment, payments while residing abroad, payments on descriptive lists.)

242.1 Kinds and rates of pay entitled to. (Arrange alphabetically.)

(Base pay of grade; service pay, foreign wars; enlistment periods, various; prior service other than Army; extra-duty pay; additional pay; certificate of merit, badges; marksmanship of gunners; special details mess sergeants, plotters, etc.; pay and bonus on reenlistment; on promotion or reduction; on discharge; retired pay and allowances.)

242.2 Pay withheld, delayed, or paid to others. (Arrange alphabetically.)

(In arrears; when in hands of civil authorities; during absence, furlough, or otherwise; undrawn or partial payments; delay or nonreceipt of; to others for, paid; commanding officers; prisoners or convicts; deserters.)

Pay of enlisted men—Continued.

242.3 Correcting payments, stoppages, or deductions. (Arrange alphabetically.)
(Short payments, credit for; overpayments; double payments; absence from duty, misconduct; absence without leave; absence in excess of furlough allowance; erroneous deductions of allotments; returned pay.)

242.4 Collecting charges and dues. (Arrange aphabetically.)
(Indebtedness and dues; post-exchange dues; laundry dues; subsistence charges; to company or regimental funds; to private parties; to United States other than specified herein; fines, forfeitures, and reward for apprehension; retained or detained; damages to or loss of property; alimony; exceeding allowances, clothing.)

242.5 *Pay rolls and muster rolls.* (Arrange alphabetically.)
(*Amendments and corrections.*)

242.6 Final pay. (Arrange alphabetically.)
(Data for, methods of settlement; *final statements;* irregularity in or loss of; irregular or lost final statement; assignment of final statements; charges and deductions; purchase of discharge; overpayments on final statements; short payments on final statements.)

242.7 *Pay and checks of deceased soldiers.* (Arrange alphabetically.)

242.8 *Reports regarding pay enlisted men.* (Arrange alphabetically.)

243 ***Allotments of pay.* (Arrange alphabetically.)**

243.1 *Original and duplicate.* (Arrange alphabetically.)

243.2 Changes and corrections. (Arrange alphabetically.)
(Corrections; increases or decreases; address of allottees; names of allottees; dates of allotments.)

243.3 Charging allotments on pay rolls. (Arrange alphabetically.)
(Correction of record; nondeduction noted; overdeduction noted; refundment of overpaid allotments.)

243.4 Nonpayment of allotments.

243.5 Discontinuance of allotments. (Arrange alphabetically.)
(*Requests for; reports of;* declined or refused; discharge or desertion; death of allottee; death of allotter.)

243.6 Suspensions. (Arrange alphabetically.)
(To pay fines; pending trial; absence, misconduct.)

243.7 Validity of allotments.

243.8 Settlements of allotments and charges.

244 **Deposits of enlisted men. (Arrange alphabetically.)**

244.1 *Records and reports of.* (Arrange alphabetically.)
(Lost deposit books.)

244.2 Interest.

244.3 Deserters.

244.4 Dishonorably discharged men.

244.5 Claims for unpaid.

245 **Allowances of officers, nurses, field clerks, veterinarians. (Arrange alphabetically.)**

(*Accounts and vouchers;* advances or partial payments; overpayments or short payments; orders or authority for; routes, distances, places; special service or journey; special conditions, as on discharge; special means.)

245. 1 Quarters. (Arrange alphabetically.)

245. 2 Heat and light, including fuel. (Arrange alphabetically.)

245. 3 Forage. (Arrange alphabetically.)

245. 6 Mileage, travel pay or actual expenses. (Arrange alphabetically.)

245. 8 Commutation of allowances. (Arrange alphabetically.)

(*Accounts and vouchers;* advances or partial payments; tables of distances; overpayments or short payments; orders or authority for; routes, distances, places; special service or journey; special conditions, as on discharge; special means.)

245. 81 Quarters.

245. 82 Heat and light, including fuel.

345. 83 Forage.

245. 84 Mileage, travel pay or actual expenses.

246 **Allowances of enlisted men. (Arrange alphabetically.)**

(*Accounts and vouchers;* advances or partial payments; overpayments or short payments; orders or authority for; routes, distances, places; special services or conditions; special classes of troops.)

246. 1 Quarters. (Arrange alphabetically.)

246. 2 Heat and light, including fuel. (Arrange alphabetically.)

246. 4 Rations and subsistence. (Arrange alphabetically.)

246. 5 Clothing. (Arrange alphabetically.)

246. 6 Travel pay. (Arrange alphabetically.)

246. 8 Commutation of allowances. (Arrange alphabetically.)

(*Accounts and vouchers;* advances or partial payments; overpayments or short payments; orders of authority for; routes, distances, places; special services or conditions; special classes of troops.)

246. 81 Quarters. (Arrange alphabetically.)

246. 82 Heat and light, including fuel. (Arrange alphabetically.)

246. 84 Rations or subsistence (including lay days in ports). (Arrange alphabetically.)

246. 85 Clothing. (Arrange alphabetically.)

246. 86 Travel pay. (Arrange alphabetically.)

247 **Beneficiary money and *records*, and burial expenses. (Arrange alphabetically.)**

(Laws and regulations; designation of beneficiaries; change of name of beneficiary; death of beneficiary; death of officer or soldier; claim for beneficiary money.)

248 **Salaries, wages, and allowances. (EMPLOYEES.) (Arrange alphabetically.)**

(*Reports and statements as to salaries and wages.*)

248. 1 Estimates and appropriations for. Arrange alphabetically.) # (See 112.)

(Estimates for; reports to accompany estimates; laws, rules and regulations appropriations for; laborers paid from $1,000 appropriation; use and availability of appropriations.

248. 2 Methods and time of payment. (Arrange alphabetically.)

(*Pay rolls;* frequency and times; in advance; during leave or suspension; due deceased employees.)

248. 3 Rates and calculations of. (Arrange alphabetically.)

(Entrance salaries, excess $150 per month, calculation of, services at far-distant stations, grading salaries and wages, and scales thereof, special classes, in special localities or places.)

248. 4 Kinds and classes of, salaries and wages. (Arrange alphabetically.)

(Salaries per month or per annum, wages per diem, or by piecework, extra pay for overtime, double or additional compensation, pay for holidays and Sundays, per diem employees, retirement pay, employer's liability payments, board wages or pay including subsistence.)

248. 5 Allowances. (Arrange alphabetically.)

(Subsistence money allowance, rations or messing for employees, subsistence, forage, money allowance for quarters, quarters in kind, notarial fees and allowances, special classes, employees, and locality, compensation for injuries, laws, rules, and regulations, *reports of, reports of termination of disability.*)

248. 6 Assignments, stoppages, charges. (Arrange alphabetically.)

(*Assignments and allotments,* stoppages, collection of charges against, assessments.)

248. 7 Traveling expenses. (Arrange alphabetically.)

(Reimbursement, receipts and vouchers for expenditures, items of allowances, tips, length of time expenses allowed, per diem allowance in lieu of actual expenses, classes of employees allowed traveling expenses, employees on duty, new appointees, employees changing station, employees terminating service, discharged or dismissed employees, disabled employees, of other departments performing service for War Department, under contracts; travel incidental thereto, reports and statements.)

248. 8 Increases and reduction in. (Arrange alphabetically.)

(Increases. (See 230.32.) Exceptional increases, recommendations from authorities for, requests and applications for, reductions (see 230.33), rewards for suggestions and improvements.)

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250 DISCIPLINE. (Arrange alphabetically.)

(Military discipline, military offenses, military justice, military executions, see also Crime 000.51.)

250. 1 Morals and conduct. (Arrange alphabetically.)

(Use of liquor and intoxicants, introduction and sale of intoxicants on Indian reservations, on insular possessions and on or in immediate vicinity of, drunkenness in the Army, use of obscene language, introduction of obscene reading matter at military posts and camps, seduction, breach of promise, bastardy, rape; sodomy, practice of, in the Army; sexual perversion; houses of prostitution, frequenting, by officers and enlisted men; gambling in the Army; disturbances and damages by enlisted men; concealed weapons, carrying of, by officers and enlisted men, civilians; ill-treatment by officers and enlisted men; lynchings by soldiers; loot and looting; torture; water cure; mistreatment of enlisted men; reports of immorality.)

250. 3 Correction and punishment. (Arrange alphabetically.)

(Fines, assessments, pro rata, pledges, censure and reprimand, arrest and confinement, officers and enlisted men in hands of civil authorities.)

250. 4 Courts-martial. (Arrange alphabetically.)

(General, garrison, summary and special courts, convening and dissolving, members, counsel, charges and proceedings, evidence, subpoenas, witnesses, testimony, interrogatories and depositions, conviction of previous offenses, sentence, subdivide alphabetically under designation of sentence.)

250. 5 Other courts and tribunals.

(Provisional courts, courts of inquiry.)

250. 6 Influence, improper use of by officers and enlisted men.

250. 7 Business enterprises of officers and enlisted men.

250. 8 Organization of secret and other societies in the Army.

251 Desertion and deserters. (Arrange alphabetically.)

(Desertion, prevention of, removal of charge, *reports of*, deserters, apprehension, reward for, surrender, making good time lost while in desertion, pardon. restoration to duty without trial, deserter's release, *deserter's circulars*, property lost by, failure of commanding officers to report.)

252 Military Prisons. (Arrange alphabetically.)

(Board of commissioners, regulations, manufactures, donations.)

253 Military prisoners. (Arrange alphabetically.)

(Clemency, parole, donations, maintenance of ex-prisoners, use of convicts on construction work, report of escape, records of death and interments prisoners in the Philippine Islands.)

254 Detention and internment camps. (Arrange alphabetically.)

255 Camps and prisons for prisoners of war. (Arrange alphabetically.)

260 PENSIONS.

290 MISCELLANEOUS.

291 Genealogy and race.

291. 1 Genealogy. (Arrange alphabetically.)
(Descendants, marriages, parentage, heredity, nativity.)

291. 2 Race. (Arrange alphabetically.)
(Negroes and Negro race; Filipinos and tribes; Indians, American.)

292 Quasi-military persons. (Arrange alphabetically.)
(Families of officers, families of enlisted men, servants, sutlers and post traders, stragglers, veterans, camp followers.)

293 Funerals and burials, and *reports of*. (Arrange alphabetically.)

293. 1 Honors, body and pall bearers; escorts.

293. 2 Officers and families, volunteers and ex-officers.

293. 3 Enlisted men and families, volunteers and ex-officers.

293. 4 Civilians and others, including Confederates.

293. 5 Cemeteries, burial expenses, assignments of burial lots.

293. 6 Monuments and tombstones. (Arrange alphabetically.)
(Locations and size; inscriptions, contributions.)

293. 7 Headstones. (Arrange alphabetically.)
(Application for and shipment of; erection of.) (For supply see 468.)

293. 8 Removals and re-interments. (Arrange alphabetically.)
(Officers and families; enlisted men and families; civilians and others.)

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300 ADMINISTRATION.

300. 1 Laws relating to administration of Army.

300. 2 Articles of War. (Arrange alphabetically and numerically.)

(Amendment and revision; interpretation and construction.)

300. 3 Army Regulations. (Arrange alphabetically and numerically.)

(Amendments; interpretation and construction; changes and revisions.)

300. 4 Orders. (Arrange alphabetically and numerically.)

(Executive; general; special, including travel; court-martial; field orders or messages; secret or sealed orders; obituary.)

300. 5 Circulars and bulletins. (Arrange alphabetically and numerically.)

(War Department circulars; bureau circulars; uniform and national cemetery regulations, amendment and revisions; bulletins.)

300. 6 Memoranda, notes. (Arrange alphabetically and numerically.)

(Artillery; General Staff; National Guard.)

300. 7 Drill regulations, manuals, or tactics. (Arrange alphabetically and numerically.)

(Systems of, mobile army, arms of the service, inquiries on points, manual of arms, inquiries on points.)

300. 8 Small arms firing and field service regulations. (Arrange alphabetically and numerically.)

(Interpretation and construction; revision.)

300. 9 Miscellaneous regulations, etc.

310 BUSINESS METHODS AND PROCEDURE.

311 Communication, methods of. (For Correspondence, see 312.)

311.1 Mails. (Arrange alphabetically.)
(Regulations and rules, postal and other; establishment of post offices and routes; extension of rural free delivery system; mail boxes and mail wagons; irregularities, lost or destroyed mails; postage stamps, use of; penalty envelopes and franking privilege; parcel post; registered mail; forwarding and readdressing mail.)

311.2 Telegraph. (Arrange alphabetically.)
(Telegrams, night letters; cablegrams and cable interruptions; wireless, radiograms, aerograms; Federal supervision of.)

311.3 Telephone.

311.4 Messengers and couriers.

311.5 Secret and confidential communication, methods of. (Arrange alphabetically.)!
(Cipher letters and dispatches; ciphergraph and cipher writers; secret writing; codes, telegraphic; codes, secret other than telegraphic.)

311.6 Flags and other signals.

311.7 Censorship.

311.9 Miscellaneous. (Arrange alphabetically.)
(Homing pigeons.)

312 Correspondence, methods, forms, and classes.

312.1 Classes of. (Arrange alphabetically.)
(Confidential; documents; instructions; letters; reports; personal or private; official; anonymous or crank; absurd inquiries or requests; circular letters; letters of introduction; letters of acknowledgment; regarding abstract of hypothetical questions; miscellaneous; regarding issue of various kinds of certificates.)

312.2 Forms of. (Arrange alphabetically.)
(Letters; indorsements; postal cards.)

312.3 Channels of. (Arrange alphabetically.)
(Military; departmental; within War Department; between War Department and field offices; civil and with civilians; with Congressmen.)

312.4 Letter writing. (Arrange alphabetically.)
(Address and addresses; phraseology and composition; chirography and use of typewriter; abbreviations; erasures; interlineations; signatures; initials; facsimile, by rubber stamps; making copies.)

312.5 Systems of correspondence.

312.6 Irregularities in correspondence.

313 Records.#

313.1 Making records. (Arrange alphabetically.)
(Press copying; carbon process; photographic copies; copying by hand or typewriter.)

313.2 Keeping records. (Arrange alphabetically.)
(Filing and index systems; numerically folded papers; decimal flat filing; numerical flat filing; card-index systems; War Department correspondence file; self-indexing systems; loose-leaf systems; suspended or follow-up files; book records; fort record books.)

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Records—Continued.

313.3 Storage and care of records. (Arrange alphabetically.)
(Transfer of.)

313.4 Amendment and correction of.

313.5 Utilization or use of. (Arrange alphabetically.)
(Access to or permission to examine; authentication and certification; use of official seals; production in court; *application for and refusal to furnish copies; copies of records and files.*)

313.6 Disposition of, such as burning, destroying.
(Useless records; obsolete records.)

313.7 Lost or destroyed records.

314 *Records.*

314.1 *Staff corps and departments.*

314.2 *Posts.*

314.3 *Commands or organizations, Regular Army.*

314.4 *Captured records.*

314.5 *State and volunteer organizations, National Army and National Guard.*

314.6 *Death and interment records.*

314.7 *Military histories.* (Arrange alphabetically.)
(Confederate and Southern Confederacy, archives, records and rolls, pensions, army of, Congress of, general officers, seal of; Revolutionary War and War of 1812; Civil War; Spanish War; Colonial War; Indian Wars.)

314.8 Records of wars. (Arrange alphabetically and by years.)

315 Blank Forms and Books. (By number and name.)
(Methods of procuring and supplying; adoption of new forms and tests; revisions and alterations; instructions and made-up model of forms; *complaints, criticisms,* and *suggestions;* distribution and supply, *requisitions for;* surplus and obsolete forms.)

316 Office Methods.

319 Miscellaneous.

319.1 Reports.# (Reports other than those named below should be filed under their subjects and cross references filed here.)
(*As to condition of public business;* annual and monthly, miscellaneous.)

319.2 Miscellaneous matters. (Arrange alphabetically.)
(Printing in the Army; paper work in the Army; errors and error cards; percentages, losses and gains; compilations and gathering data.)

ALL SUBJECTS THROUGHOUT THE CLASSIFICATION APPLY ALIKE TO REGULAR ARMY, NATIONAL GUARD, VOLUNTEERS, NATIONAL ARMY, AND RESERVES, EXCEPT WHERE THESE PARTICULAR DIVISIONS OF THE ARMY ARE SPECIFICALLY TREATED IN PHASES OR SUBJECTS WHICH APPEAR ONLY UNDER THE PARTICULAR PART OF THE CLASSIFICATION RELATING TO THAT DIVISION.

320 ORGANIZATION OF THE ARMY.

(Laws and regulations as to.)

320. 2 Strength and *tables of organization.*
(Commissioned; enlisted; reserve; Regular Army; National Army; National Guard.)

320. 3 Transfers of different organizations between different arms.

21 Staff Corps and Departments. (Arrange alphabetically and cross reference to organization divisions of files described in paragraph 34 of this manual.)

321. 1 General Staff Corps and Headquarters.
(Office Chief of Staff; Commanding General; War College Division; Embarkation Service; Intelligance Office; Coast Artillery Division.)

321. 2 Adjutant General's Department.
(Officers, regular and reserve.)

321. 3 Inspector General's Department.
(Officers, regular and reserve.)

321. 4 Judge Advocate General's Department.
(Officers, regular and reserve.)

321. 5 Quartermaster Corps.
(Officers, regular and reserve; enlisted, regular and reserve.)

321. 6 Medical Department.
(Officers, regular and reserve; enlisted, regular and reserve.)

321. 7 Corps of Engineers.
(Officers, regular and reserve; enlisted, regular and reserve.)

321. 8 Ordnance Department.
(Officers, regular and reserve; enlisted, regular and reserve.)

321. 9 Miscellaneous.

321. 91 Signal Corps.
(Officers, regular and reserve; enlisted, regular and reserve. Aviation sections, regular and reserve officers and enlisted men; Weather Field Service.)

322 **Tactical units. (Carry under this head cross references to all divisions of organization file described in paragraph 34 of this manual.)**

(Papers pertaining to specific organizations or tactical units must be filed as provided in paragraph 34 of this manual, but when papers relate to organizations or tactical units without specifying any particular one they must be filed under 322 and subdivisions thereof. Subdivisions to be made as follows: Corps, major is 322.02, Cavalry is 322.4; therefore, a Cavalry Corps would be 322.42. Divisions are 322.03, and a Cavalry division would be 322.43. Provisional regiments are 322.06, Field Artillery is 322.6; therefore a provisional regiment of Field Artillery would be 322.66. Similarly, P. R. Regt. Inf. is 322.8 and commanders is 322.08; therefore, commander of P. R. Regt. Inf. would be 322.88, and so on.)

322.01 Armies, field armies, first, second, third, etc.

322.02 Corps (major units).

322.021 Corps (minor units).

(Interpreters, corps of; military police, corps of; intelligence police, corps of; sanitary corps; burial corps.)

322.03 Divisions, first, second, third, etc. (Arrange numerically.)

322.031 Divisional trains. (Arrange alphabetically.)

322.04 Brigades, first, second, third, etc. (depot brigades). (Arrange numerically and by arm of service.)

322.05 Regiments as miscellaneous units (arrange alphabetically).

(Labor regiments; stevedore regiments; other service regiments; for Infantry, Cavalry, Field Artillery, etc., specifically, see under respective heads.)

322.051 Trains as separate or miscellaneous units. (Arrange alphabetically.)

(Ammunition trains; supply trains; engineer trains; pack trains; motor trains; sanitary trains; wagon trains; other trains.)

322.052 Battalions and squadrons, as separate or miscellaneous units. (Arrange alphabetically.)

(Ammunition battalions; machine-gun battalions; depot battalions; engineer construction battalions; engineer hydraulic battalions; engineer forestry battalions; engineer board battalions; transport workers battalions; other battalions, aero squadrons; balloon squadrons.)

322.053 Companies, troops, batteries, as separate or miscellaneous units. (Arrange alphabetically.)

(Bakery companies; truck companies, truck and passenger; pack companies; wagon companies; motorcycle companies; supply companies; ammunition companies; sanitary companies; armored-car companies; bathing companies; burial companies; ice-plant companies; laundry companies; salvage companies; subsistence companies; tractor-truck companies; work companies; mining companies; ammunition batteries; depot batteries; trench mortar batteries; other separate or miscellaneous units.)

Tactical units—Continued.

322.06 Provisional regiments and their units. (Arrange numerically and alphabetically.)

(Artillery parks; recruit-training units; grave registration sections; mechanical repair-shop units; butcher detachments; camouflage units or corps; mill units; embarkation-service units; gas, flame, and chemical service; mining service; water-supply service; general construction service; engineer-supply service; surveying and printing service; road service; army ponton service; general construction service; forestry service; quarry service; railway service, light and standard gauge; other services and miscellaneous units.)

322.07 Mixed commands for field service, expeditionary forces. (Arrange alphabetically.)

322.08 Officers, staffs, commanders, and men, (powers and duties) of armies, corps, divisions, brigades, regiments, battalions, squadrons, companies, troops, batteries, and lesser units. (Arrange alphabetically.)

322.1 Engineer corps. (Subdivide as 322 and then alphabetically and numerically.)

(Regimental and battalion noncommissioned staff; bands; regiments, first, second, third, etc.; battalions, first, second, third, etc.; companies, A, B, C, etc.; pioneer corps and detachments; engineer trains; mounted engineers; miscellaneous units.)

322.2 Signal corps. (Subdivide as 322 and then alphabetically and numerically.)

(Regimental and battalion noncommissioned staff; bands; regiments, first, second, third, etc.; battalions or squadrons, first, second, third, etc.; companies or detachments, mounted men; miscellaneous units.)

322.3 Medical Corps. (Subdivide as 322 and then alphabetically and numerically.)

(Orthalinic corps and units; orthopedic units; Medical Reserve Corps; pathological units; pharmaceutical corps; pschyciatric units; Dental Corps; Nurse Corps; Veterinary Corps; noncommissioned staff; companies, ambulance and other; field hospitals, by number; base hospitals; general hospitals; hospital trains, railroad; miscellaneous units.)

322.4 Cavalry. (Subdivide as 322 and then alphabetically and numerically.)

(Regimental and squadron noncommissioned staff; bands; regiments, first, second, third, etc.; squadrons, first, second, third; Troops A, B, C, etc.; machine-gun platoons; headquarters detachments; miscellaneous.)

322.5 Infantry. (Subdivide as 322 and then alphabetically and numerically.)

(Regimental and battalion noncommissioned staff; bands; regiments; battalions, first, second, third, etc.; Companies A, B, C, etc.; machine-gun companies; headquarters detachments; mounted orderlies; miscellaneous.)

322.6 Field Artillery (light, mountain, horse). (Subdivide as 322 and then alphabetically and numerically.)

(Regimental and battalion noncommissioned staff; bands; regiments, first, second, third, etc.; battalions, first, second, third, etc.; Batteries A, B, C, etc.; siege batteries and trains; headquarters detachments; mounted orderlies; miscellaneous.)

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Tactical units—Continued.

322.7 Coast Artillery Corps. (Subdivide as 322 and then alphabetically and numerically.)

(Noncommissioned staff and headquarters companies; bands; manning tables and details; torpedo companies; siege batteries; machine-gun companies; mine companies and commands; companies, first, second, third, etc.; miscellaneous.)

322.8 Native troops. (Subdivide as 322 and then alphabetically and numerically.)

(Porto Rico Regiment, Infantry; Philippine Scouts; battalion noncommissioned staff; battalions, first, second, third, etc.; companies, first, second, third, etc.)

322.9 Miscellaneous. (Subdivide as 322 and then alphabetically.)

(Indian companies; Indian scout organizations; fife and drum corps; bands. miscellaneous, as depot post, competition with civilians; skeleton companies, platoons, and squads; machine-gun organizations; colored troops; detachments, casuals, and casual detachments, orderlies and messengers detachments; headquarters detachments; disciplinary organizations; Mounted Infantry; Mounted Scouts; Mounted Rangers; military trains.)

323 Geographical divisions.# (See par. 34 of this manual and carry under this head cross references to all divisions or names of places in Geographical file.)

323.1 Centralization. #

323.2 Distribution of Army by arms of service.

323.3 Military departments and divisions. #

(Establishment and discontinuance of; extension or contraction of limits; headquarters of; commands and staffs; powers and duties of.)

323.4 Coast Artillery districts. #

323.5 Coast Artillery subdistricts and commands. #

323.6 Military districts, miscellaneous. #

323.7 Posts, forts, stations, arsenals, depots, general hospitals. #

323.8 States. #

(Governors, adjutants general, quartermaster generals, and powers and duties of.)

ALL SUBJECTS THROUGHOUT THE CLASSIFICATION APPLY ALIKE TO REGULAR ARMY, NATIONAL GUARD, VOLUNTEERS, NATIONAL ARMY AND RESERVES, EXCEPT WHERE THESE PARTICULAR DIVISIONS OF THE ARMY ARE SPECIFICALLY TREATED IN PHASES OR SUBJECTS WHICH APPEAR ONLY UNDER THE PARTICULAR PART OF THE CLASSIFICATION RELATING TO THAT DIVISION.

(Note.—Papers pertaining to specific units, organizations, or tactical units must be filed as provided in paragraph 34 of this manual, but when papers relate to organizations or tactical units without relating to any particular ones they must be filed under 324 and subdivisions thereof.)

324 Volunteers.

324. 1 Calls for. (Arrange alphabetically.)

(Enrollment and enrolling officer, muster, muster in, muster out, remuster, mustering regulations, residence at time of enrollment or muster-in.)

324. 2 Appointment and holding office in volunteers. (Arrange alphabetically.)

(Appointment by the President, operative from acceptance, appointment by governor of State by act of Congress, effective on muster in only, defacto officer, acts valid as to third person, vacation of office, by accepting another office, by summary dismissal, by muster out and discontinuance of office, by sentence of court-martial, commissions in volunteers under acts of Congress and General Orders of War Department, *application and examination for*, volunteers eligible list.)

324. 3 *Tenders of service.* (Arrange alphabetically.)

(Individuals, property offered, organizations, recruiting for volunteers, recruiting details, recruiting agents.)

324. 4 Organizations of State and United States Volunteers. (Arrange alphabetically.)

(State volunteers, see under State; United States Volunteers, see under Arm of service.)

324. 5 Independent organizations. (Arrange alphabetically.)

(Home guards, Invalid Corps, life-saving corps, telegraph corps.)

324. 6 Retired and reserve. (Arrange alphabetically.)

(*Volunteer retired list*, Volunteer reserves.)

324. 7 Other questions pertaining to volunteers. (Arrange alphabetically.)

(Conscription and draft, exemption of persons from military service, substitutes, loyalty and disloyalty, bounty and bounty land, volunteer officers, Volunteer Army Corps, Civil and Spanish Wars, prisoners of war in War with Spain and in Philippine insurrection, parole of, land warrants.)

ALL SUBJECTS THROUGHOUT THE CLASSIFICATION APPLY ALIKE TO REGULAR ARMY, NATIONAL GUARD, VOLUNTEERS, NATIONAL ARMY, AND RESERVES, EXCEPT WHERE THESE PARTICULAR DIVISIONS OF THE ARMY ARE SPECIFICALLY TREATED IN PHASES OF SUBJECTS WHICH APPEAR ONLY UNDER THE PARTICULAR PART OF THE CLASSIFICATION RELATING TO THAT DIVISION.

(Note.—Papers pertaining to specific units, organizations, or tactical units must be filed as provided in paragraph 34 of this manual, but when papers relate to organizations or tactical units without relating to any particular ones they must be filed under 325 and subdivisions thereof.)

325 National Guard.

325. 1 Laws and regulations governing.

(Codes and manuals.)

325. 2 Discrimination against. (Arrange alphabetically.)

(Criticism and condemnation of, laws and legislation to prevent, by employers of members, by Federal departments, by organized labor.)

325. 3 Relations with War Department. (Arrange alphabetically.)

(Relations with Regular Army, cooperation with Regular Army, status as militia, status when in Federal service.)

325. 4 Organization. (Arrange alphabetically.)

(Unorganized militia, enrollment of and new units, independent or civilian units, conformity with Regular Army, strength, commissioned and enlisted, organizations, changes in, disbandment, withdrawal of recognition, transfer of units between arms, designations of, privileged.)

325. 5 Development and improvement of.

(Policies and plans, and cooperation with by civilians, education, (see also 350), systems and methods of instructions, correspondence schools, State schools, standardization of, course of study, armory instruction, instruction State employees, instruction at property inspections.)

325. 6 Training.# (See 353.) Paying and pay of.# (See 240.)

325. 7 Called to United States service. (Arrange alphabetically and numerically.)

325. 71 Muster in.

325. 72 Muster out.

ALL SUBJECTS THROUGHOUT THE CLASSIFICATION APPLY ALIKE TO REGULAR ARMY, NATIONAL GUARD, VOLUNTEERS, NATIONAL ARMY, AND RESERVES, EXCEPT WHERE THESE PARTICULAR DIVISIONS OF THE ARMY ARE SPECIFICALLY TREATED IN PHASES OR SUBJECTS WHICH APPEAR ONLY UNDER THE PARTICULAR PART OF THE CLASSIFICATION RELATING TO THAT DIVISION.

(Note.—Papers pertaining to specific units, organizations, or tactical units must be filed as provided in paragraph 34 of this manual, but when papers relate to organizations or tactical units without relating to any particular ones they must be filed under 326 and subdivisions thereof.)

326 Reserves.

326. 1 Regular Army Reserves.
(Assignment to active duty.)
326. 11 Commissioned.
326. 12 Enlisted.
326. 2 Medical Reserve Corps.
326. 3 Aviation Reserve.
326. 31 Establishment of Aviation Reserve.
326. 32 *Applications*, formation of, *applications* sent to boards, eligibility and qualifications, examinations, physical and mental, disqualifying defects, *board proceedings*.
326. 33 Assignment to active duty, officers reserve corps, enlisted reserve corps.
(Relief from active duty, and transfer.)
326. 4 National Guard Reserve.
326. 41 Commissioned.
326. 42 Enlisted.
326. 5 Marksman Reserve.
326. 6 Reserve Officers' Training Corps.
326. 9 Miscellaneous.
(Motor Reserve Corps.)

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ALL SUBJECTS THROUGHOUT THE CLASSIFICATION APPLY ALIKE TO REGULAR ARMY, NATIONAL GUARD, VOLUNTEERS, NATIONAL ARMY, AND RESERVES, EXCEPT WHERE THESE PARTICULAR DIVISIONS OF THE ARMY ARE SPECIFICALLY TREATED IN PHASES OR SUBJECTS WHICH APPEAR ONLY UNDER THE PARTICULAR PART OF THE CLASSIFICATION RELATING TO THAT DIVISION.

(Note.—Papers pertaining to specific units, organizations, or tactical units must be filed as provided in paragraph 34 of this manual, but when papers relate to organizations or tactical units without relating to any particular ones they must be filed under 327 and subdivisions thereof.)

327 National Army.

327.01 Laws and regulations.
327.02 Draft or conscription.
327.03 Provost Marshal General's office and instructions.
327.1 Registration and boards.
327.2 Examination, exemption, and boards. Calls and quotas.
(Appeals and boards of appeals, exempted registrants.)
327.3 Drafted men.
(Induction, instruction, training, assignment, reporting, and acceptance for service.)
327.9 Miscellaneous.
(*Reports and records.*)

328 Red Cross units.
(Arrange alphabetically or numerically, according to designation.)

330 MILITARY CONTROL.

330. 1 Efficiency.
(Of troops by arm of service and organizations, of National Guard, by States and organizations, *commendations, criticisms, reports of efficiency.*)

330. 2 Service.
(Field, tropical, foreign.)

330. 3 *Muster rolls and returns.*
(*Muster rolls, returns of organizations, returns of posts,* and rendition and correction of.)

331 Posts and stations, administration of.

331. 02 Supply officer.

331. 1 Post libraries.

331. 2 Clubs.

331. 3 Post and company exchanges.
(Establishment of, stocks, fixtures, and supplies, officers, employees, councils of administration, profit and credit, regulations, operation reports.)

331. 4 Messes.
(Officers' and enlisted men's.)

331. 5 Laundries, tailor shops, barber shops, etc.
(Establishment of, regulations, civilians operating.)

331. 6 Kitchens and gardens, etc.

332 Flags, trophies, and personal property. (For supply, see 400.)

332. 1 Flags.
(Captured, Confederate, National, desecration and misuse, use for advertising purposes, inscriptions of battles on, silver bands and rings.)

332. 2 Trophies, badges, medals, certificates of merit, etc.
(National, Nevada, Palma, soldier of Marathon.)

332. 3 Personal property and organization property.

332. 31 Civilian clothing.
(Wearing of by officers, wearing of by enlisted men, sale of cast-off clothing by recruits.)

332. 32 Officers'.
(Disposition of, and storage of.) (See 400.)

332. 33 Enlisted men.
(Disposition of, and storage of.) (See 400.)

333 Inspections and investigations by Inspector General and other officers and *reports of.* (Arrange alphabetically and numerically.)
(Methods and manner of making, regulations governing, special instructions.)

333. 1 Military posts, depots, arsenals, armories, stations, districts, and cemeteries, in their entirety.

333. 2 Maneuvers, target practices, tournaments, field marches.

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333.3 Organizations of troops.
(Including all units Regular Army, National Army, Red Cross, and volunteer units; in field, cantonments, mobilization and concentration camps, brigades and divisions, in garrison or quarters.)

333.4 Militia organizations and property.
(In field, cantonments, mobilization and concentration camps, brigades and divisions, in garrisons or quarters.)

333.5 Investigations.

333.6 Buildings, reservations, and other property and supplies, as to condition, upkeep, repair.

333.7 Vessels, Army transports and harbor boats.

333.8 Business methods, accounts, money accounts, records.

333.9 Miscellaneous.

334 Boards, councils, commissions, and conferences.

334.1 Examining boards and *reports*. (Arrange alphabetically.)

334.2 Regulations and equipment boards, and *reports*. (Arrange alphabetically.)

334.3 Service boards, and *reports*. (Arrange alphabetically.)

334.4 Efficiency Boards, and *reports*.

334.5 College inspection, and *reports*. (Arrange alphabetically.)

334.6 Retiring, and *reports*. (Arrange alphabetically.)

334.7 Boards, other, and *proceedings of*.

334.8 Commissions, committees, and councils, and *reports*. (See 031.4.) (Arrange alphabetically.)

335 Honors and ceremonies.

335.1 Honors. (Arrange alphabetically.)
(Official courtesies, salutes, saluting stations, entertainment of distinguished guests, testimonials and thanks, rolls of honor, honorary degrees.)

335.2 Ceremonies. (Arrange alphabetically.)
(Precedence of troops at reviews, parades, roll calls, musters, receptions, Saturday inspections.)

336 Foreign and international affairs and relations.

336.1 Foreign commerce, and customs regulations.

336.2 Foreign armies.
(Movement of troops on United States territory.)

336.3 Foreign navies, vessels, transports, and convoys.

336.4 Foreign officers.

336.5 International boundary.

336.6 International conferences.

337 Conferences, military, naval, and other.

340 RECRUITMENT.

341 Recruiting.

341.1 Army at large.

341.2 Departmental and regimental.

341.3 Special recruiting for arms of service.

341.4 Recruiting regulations.

(Instructions to govern, *recruiting circulars*, *trimonthly reports*, night recruiting.)

341.5 Recruiting parties.

341.6 Recruiting depots and companies.

341.7 Recruit depot posts.

341.8 Recruiting districts and stations.

(Opening and closing.)

342 Enlistment.

(Army reserve, period of enlistment, fraudulent enlistment, *reports of enlistment*, reenlistment.)

342.1 Applicants and *applications for enlistment.*

(Accepted, rejected, probation, elopement, physical examination, physical examination reports, disqualifying defects, mental, physical, age, waived by regulations, waived by special authority, Secretary of War, special enlistment for staff departments, ineligibles, special authority for enlistment of, such as aliens, Indians, married men, military prisoners.)

343 Recruits.

(Qualifications, moral and medical examination, instruction.)

343.1 *Application for recruits, by:* (Arrange alphabetically.)

(Staff departments, Medical departments, Military Academy detachments, Ordnance Department, Quartermaster Corps, Signal Corps, Line of the Army, Coast and Field Artillery, colored and white Cavalry, Engineers, colored and white Infantry, native troops.)

343.2 Assignment.

(Available for, Staff departments, Line of the Army, select, conducting to stations and *reports* of commanding officers on, quality of and *reports* by commanding officers.

344 Identification.

344.1 Systems of.

(Finger print, outline figure card, photographic, personal marks.)

344.2 *Charts, tables,* use of identification tags. (For supply see 421.)

344.3 Calls on commanding officers to correct defective finger prints, photographs, or make new ones.

350 EDUCATION. (Arrange alphabetically.)

(Literature for use of the Army, reading matter, ballistics, study of and proficiency in languages, military museums, collection and dissemination of military information, military problems, military observations, military topography.)

350. 1 Foreign military schools, attendance officers and enlisted men.

350. 2 Foreign officers, attendance at military schools in United States.

350. 3 Civilians, attendance at military schools in United States.

350. 4 Instruction reports from arms of the service.

350. 5 Illiteracy in the Army.

351 Military Academy. (Arrange alphabetically.)

(Officers of, superintendent, professors, commandant of cadets, treasurer and disbursing officer, adjutant, Quartermaster Corps officers, master of the sword, detachment of enlisted men, band, regulations, departments and course of instruction, academic board and board of visitors.)

351. 1 Cadets. (Arrange alphabetically.)

(Appointment and reappointment, alternates, probation, reinstatement, examination, candidates, physical and mental, cadets at the academy, deficient in examination, demerits, punishment, appeals, hazing, absence, distinguished, graduation lists, graduates, separations, vacancies, use of to instruct National Guard, circulars of information, candidates, conduct roll, merit roll, annual roll, uniforms, change of name, warrants, residence admission and education of foreigners, Corps of Cadets.)

352 Army schools and colleges.

(Course of instruction, essays and lectures, service school journals, students, officers, instructors, graduates, diplomas, certificates, honor roll, attendance National Guard officers at, miscellaneous, detachments of enlisted men at, white, colored.)

352. 1 Army service schools and staff colleges. (Arrange alphabetically and see paragraph 34, this manual.)

352. 3 Garrison schools. (Arrange alphabetically.)

(Course of instruction, attendance Regular Army officers, attendance National Guard officers, proficiency and deficiency, reports.)

352. 4 Training schools, aviation, flying grounds, etc. (Arrange by name of school.)

352. 5 Post schools. (Arrange alphabetically.)

(Attendance noncommissioned officers, attendance enlisted men, attendance of children.)

352. 6 Correspondence schools and courses.

(Civilian courses.)

353 **Training.**
(Cooperation in military training, citizens training.)

353.1 Target practice.
353.11 Target year, suspension of.
353.12 Night training.
353.13 Signal Service.
353.14 Small arms firing. (Arrange alphabetically.)
(Classification, figure of merit, Coast Artillery, colleges, gallery, machine-gun platoons, special course for National Guard, inspectors of.)
353.15 Marksmanship.
(Qualification, classification, *certificate of marksmanship*, insignia.)
353.16 Artillery, Field.
353.17 Artillery, Coast. (Arrange alphabetically.)
(Rapid fire, machine guns, mortars, siege guns, batteries at posts, assignment to guns and calibers, subcaliber and mine practice, figure of merit, *records and reports*, *reports of mine practice*.)

353.2 Small arms competition. (Alphabetically and by year.)
(Teams, entrance and other fees, officials, prizes, international, national, Army, National Guard, and State and interstate, department and division, *annual reports*.)

353.3 National shooting matches. (Arrange alphabetically.)
(Try outs and teams, entrance and other fees, officials, prizes, rifle clubs and teams.)

353.4 Firing.
(Tests of, tables of, circuits for seacoasts, salvos and salvo points.)

353.5 Drills and exercises. (Arrange alphabetically.)
(Competitive, exhibition, prize, signals and signaling (including telegraph and telephone), equitation, horse racing, guard duty, instruction drills, Signal Corps, Coast Artillery, Cavalry, Engineers, Infantry, Machine-gun platoons, Field Artillery, mine companies and planters, marches, practice marches, itineraries, and tests, trench warfare and trench building, physical exercise, walking and running, horsemanship, fencing and similar drills, tournaments, military.)

353.6 War games. (For aviation see 360.04.)
353.7 Musical training. (Arrange alphabetically.)
(Vocal and instrumental, teachers, instruction, orchestra, string and brass bugle calls.)

353.8 Athletics and amusements. (Arrange alphabetically.)
(Boxing, prize fighting, jiu jitsu, wrestling, swimming, gymnastics, wall scaling, games, baseball, basket ball, billiards, bowling, football, golf, polo, pool, tennis, amusements, concerts, dances, entertainments, exhibitions.)

353.9 Miscellaneous.
(Cooking.)

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354 **Field camps.**

(NOTE.—Cross reference here to geographical subdivisions of file as provided in paragraph 34 of this manual.)

354. 1 Camps of instruction. (Arrange by name of camp and years in which they are held.)

(Criticisms, attendance, officers' camps of instruction, inland camps, Coast Artillery camps, Coast Artillery and National Guard, National Guard, reports, students of civil schools, training camps activities committees, morality.)

354. 2 Maneuvers. (Arrange as camps of instruction.)

(Criticisms, attendance, concessions at, referees, reports, joint Army and Navy, Army and National Guard, naval, State, foreign.)

354. 3 Mobilization camps. (Subdivide as necessary.)

354. 4 Concentration camps. (Subdivide as necessary.)

354. 5 Cantonments. (Subdivide as necessary.)

354. 6 Training camps. (Subdivide as necessary.)

356 **Training, vocational and industrial. (Reeducation of disabled soldiers.)**

360 AVIATION AND AERONAUTICS.

360. 01 Policy of War Department as to development, and laws and regulations as to, licenses.

360. 02 Study of, as problem.
(*Reports* of officers and enlisted men, *Reports* of officers observing foreign and enemy aircraft.)

360. 03 Aviation Corps.
(Establishment or creation of, tenders of service from individuals or organizations, civilian aero clubs.)

360. 04 Training and instruction in.
(Use and operation of aircraft, practice flights, sites for schools, and establishment of schools.)

360. 05 Aviation fields, landing places, and stations.

360. 06 Foreign subjects as aviators and their release from foreign governments and United States subjects as foreign aviators.

360. 07 *Requests* from municipalities, organizations, and individuals for Government aircraft for exhibition and other purposes.

360. 08 Sound ranging and other aerial range finding.

370 EMPLOYMENT, USE, AND MOVEMENT OF TROOPS, FIELD SERVICE ADMINISTRATION. (Arrange alphabetically.)

(Note.—For special movements and expeditions, such as European expeditions, Mexican border, floods, disasters, etc., make geographical subdivisions under names of campaign, expedition, movement, disaster, etc., and carry as any other geographical subdivision with subjective classification thereunder, making appropriate cross references to 090 and other numbers. See paragraph 34 of this manual.)

(Mobilization and concentration, United States troops passing through foreign territory, invasion, siege, evacuation, enemy's country, damages caused by military activities. See 386.1.)

370.1 To give aid and relief in time of disaster. (Arrange alphabetically.)

(Railroad and other accidents, earthquakes, volcanoes, famine, plague, floods storms, cyclones, hurricanes, tornadoes, forest and other fires.)

370.2 Operations and *reports of*. (Arrange alphabetically.)

(Escorts, sentinels, guards, convoys, expeditions, campaigns, scouts, Secret Service, skirmishes, engagements, explorations, joint Army and Navy operations, snipe and sniping, reinforcements.)

370.3 Protection of seacoast and bridges. (Arrange alphabetically.)

(Submarine-mine defense, harbor defenses, Atlantic coast, Gulf coast, Pacific coast.)

370.4 Communication, ways and means. (See 372.4.)#

(Line of communication, establishment of base lines, depots or headquarters.)

370.5 Assignments, changes of stations. (Arrange alphabetically.)

(United States and Alaska, United States, Philippines and other islands, United States, Panama and Panama Canal Zone, *reports of arrival and departure*.) (NOTE.—For correspondence concerning troops by classes or units, see 320 and par. 41 of this manual.)

370.6 Suppression of lawlessness.

(Riots and strikes, filibustering, insurrections, guerrilla warfare, Indian depredations and dances, troops as posse comitatus.)

370.7 Exhibitions and parades.

(Applications for, from societies, fairs, horse shows, inauguration ceremonies, tournaments.)

370.8 Martial law.

(Provost marshals and provost guards, Provost Marshal General.)

371 Field of operations. (Field service regulations.)

371.1 Service of information (pages of 12–22, F. S. R.).

371.2 Service of security (pages 25–35, F. S. R.).

371.3 Orders (pages 43–47, F. S. R.).

371.4 Marches and convoys (pages 51–69, F. S. R.).

371.5 Combat, offensive, defensive, night, etc. (pages 73–112, F. S. R.).

371.6 Shelter (pages 114–120, F. S. R.).

372	**Field administration. (Field service regulations.)**
372. 1	Service of interior (pages 124–125, F. S. R.).
372. 2	Service of theater of operations (page 130, F. S. R.).
372. 3	Zone of the advance (pages 133–159, F. S. R.).
372. 4	Zone of the line of communications (pages 160–170, F. S. R.).
372. 5	Field transportation by rail (pages 171–176, F. S. R.).
372. 6	Military police, field (page 179, F. S. R.).
372. 7	Field censorship (pages 180–181, F. S. R.).
372. 8	Field post offices (page 186, F. S. R.).
372. 9	Miscellaneous.
373	**Aerial operations, all sorts. (Arrange alphabetically.)** (Photographing by Signal Corps).

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380 WAR AND PEACE.

(Under this head, matters and terms relating to making peace and war, terminating, carrying on wars have been placed.)

(Interventions, civil war, foreign war.)

381 Preparations and preparedness for war, plans, tables, instructions, statistics, etc.

381.1 War footing.
381.2 War strength.
381.3 Materials for war.
381.4 Reserves for war.
381.5 Promotion of target practice.

(Army, Militia, National Guard, educational institutions, clubs, home guards.)

382 Beginning war.

382.1 Proclamations.
382.2 Declarations of war.

383 Conduct of war with relation to persons and commercial firms.

383.1 Safe conduct.
383.2 Noncombatants.
383.3 Clemency or pardon.
383.4 Spies, espionage, activities of foreigners in United States.
383.5 Hostages.
383.6 Prisoners of war. (For prisons for, see 255.)
383.7 Refugees, reconcentrados and interned persons.

(For detention and internment camps, see 254.)

383.8 Commercial firms.

384 Conduct of war with relation to places, organizations, commands.

384.1 Surrenders or abandonments.
384.2 Capture or capitulation.
384.3 Blockades or bombardments.

385 Methods and manner of conducting war.

385.1 Nonintercourse.
385.2 Weapons.
385.3 Retaliation.
385.4 Flags of truce.
385.5 Embargo.

386 Property rights involved in war.

386.1 Destruction in battle or under military necessity.
386.2 Occupancy and use.
386.3 Captured property.
386.4 Borrowed from allies.
386.5 Contraband.
386.6 Internment.

(For seized or interned ships see 545.5.)

387	**Terminating war.**
387.1	Amnesty.
387.2	Treaties. (See 388.1.)
387.3	Protocols.
387.4	Armistice.
387.5	Arbitration and mediation. (See 388.2.)
387.6	Indemnities.
387.7	Proclamations.
388	**Preserving peace.**
388.1	Treaties. (See 387.2.)
388.2	Arbitrations. (See 387.5.)
388.3	Disarmament.
388.4	Militarism.

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400 SUPPLIES, SERVICES, AND EQUIPMENT.

(Process numbers 400.1 to 400.76 may be used *only* with concrete subject numbers 410 to 486.8, inclusive.)

(Personal services under 200.)

400. 1 Selection, adoption, and acquisition.

400. 11 Selection and adoption. (Arrange alphabetically.)

(New articles and inventions offered for use of Army, tests, trials, analyses, investigations of articles of supply, equivalents, experiments, exhibits, changes and improvements in articles of supply, *specifications*, standard samples, *drawings*, and *designs*, *charts*, data, *patterns*, sizes, measurements, *photographs*, determining kinds and classes of supplies to be used for which no specifications nor standard samples are adopted, *commendations* and *recommendations*.)

400. 12 Methods of purchase. # (Arrange alphabetically.)

(Advertising and under formal contract, advertising and proposal and acceptance, open-market purchases, emergency purchases, cooperations with allies and other branches of Government, officials, citizens, etc., in making purchases.)

400. 13 Purchases and *orders*. (Arrange alphabetically.)

(*Requests* for authority to purchase, *authority to purchase* without request, approval of action in making purchases, subscriptions to newspapers and periodicals, purchases from other departments or bureaus, purchases abroad or from foreigners, *reports of purchases made and market conditions*.)

400. 14 *Bids, abstracts, awards, and contracts.* (Arrange alphabetically.)

(*Circulars to bidders and advertisements, copies of*, contents, conditions in authority to invite bids, *abstracts of proposals and bids, abstracts of awards, contracts and leases, extensions and* other changes in; *proposal and acceptance agreements, orders for* open-market or emergency purchases, *complaints* and *protests* of bidders and contractors.)

400. 15 *Advertisements, catalogues, bidders' lists.* (Arrange alphabetically.)

(*Advertisements, circulars, samples, catalogues, offers to sell supplies to United States, requests for information as to how to proceed to obtain Government business, lists of purchasing officers, lists of bidders and contractors, introductions and credentials of representatives of business houses, Government recommendations or testimonials. Use of Government name in advertisements.*)

400. 16 Marking, packing, and inspection of.

(Inspecting and overseeing (See 167). Branding, samples and *reports of articles inspected*, inspections for other branches of Government.)

400. 17 Manufacture of.

(Methods of manufacture, allowances of materials for manufacture, manufactures authorized at depots or arsenals by operatives.)

400. 174 *Bids, abstracts, and contracts for manufacture from materials furnished by United States* (manufactures by contractors from materials furnished by contractors should be carried as purchases and not as manufactures).

400. 175 Inspection of factories furnishing supplies to Government.

400. 19 Miscellaneous. (Arrange alphabetically.)

(*Statistics, price lists, costs, descriptive cards, reports as to supplies and equipment purchased*, manufactured, conditions, progress, shipments.)

400. 2 Handling, storing, transferring, preparing for use.

400. 21 Administration of depots and arsenals. (See par. 34 of this manual.)

(Stocks to be carried, replenishments of stocks, transfers of stocks between depots or arsenals, additions to stocks. Capacity to manufacture.)

400. 22 Transfers and exchanges, and shipment of. (Arrange alphabetically.)

(Transfers between posts and stations, transfers with organizations or individuals changing station, exchanges between posts and depots, exchanges with and returns from National Guard. Transfers between bureaus or staff corps.)

400. 23 Reserve stocks and field supply depots.

(Supplies placed in reserve, field supply depots.)

400. 24 Storing and hauling, and transporting.

(Methods of storing and preserving, space and utilization of same.)

400. 25 Preparing for use, mounting and dismounting.

(Salting or curing, canning or preserving, cooking or baking, drying or desiccating, kiln drying.)

400. 29 Miscellaneous.

(*Reports of stock on hand.*)

400. 3 Distribution of.

(Classification for purposes of distribution, methods and points of supply, methods of preparing and submitting requisitions.)

400. 31 *Requisitions for supplies, repairs, and alterations, etc.* (See par. 34.) (Arrange alphabetically.)

(*Requests for supplies, directions to supply or directions to submit requisitions, estimates or data as to needs of posts, stations, organizations. Complaints of delay or nonreceipt or supplies called for.*)

400. 32 Sales (including exceptional articles). (Arrange alphabetically.)

(To officers and their families, Army, Navy, and Marine Corps; to enlisted men and their families, Army, Navy, and Marine Corps; to employees and their families; to militia and militiamen, National Guard and guardsmen; to other bureaus and departments, and employees; to cadet store, soldiers' homes, post exchanges, Red Cross Society; to Y. M. C. A. secretaries, postmasters, civilians; applications from unauthorized civilians to make purchases and requests for information as to where supplies can be purchased; manufacturers and inventors; military or semimilitary organizations; Volunteers, reserve officers, etc., rifle clubs, and schools.)

400. 33 Loans. (Arrange alphabetically.)

(To other bureaus and departments; to patriotic, charitable, and similar organizations, specially authorized by Congress; to National Guard and schools, donations.)

400. 34 Allowances. (Arrange alphabetically.)

(For Artillery target practice, for small arms target practice, for camps of instruction, for the national match; to officers, enlisted men, nurses, employees, civilians, prisoners, organizations, posts and stations; to buildings, offices, libraries, National Guard, miscellaneous units, as horses, etc.)

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Distribution of—Continued.

400. 35 Issues of and reissues. (Arrange alphabetically.)
(Methods of issuing, prices at which issued, gratuitous issues, special and extra issues; to officers, enlisted men, nurses, restored enlisted men, employees, other persons, prisoners, etc.; organizations, schools and colleges, posts and stations, buildings, offices, libraries, National Guard, and home guards, laws and regulations as to, conditions of, at camps, suspension of; to miscellaneous units, as horses, etc.)

400. 36 Expenditure of.

400. 37 Supplies for expeditions.

400. 38 Relief of destitutes.

400. 4 Using, wearing, utilizing, maintaining, and operating, methods of.

400. 41 Installation and location of.

400. 42 Defects in.

400. 43 Accidents, damages, collisions, etc.

400. 44 Accidents and damage from blasts from ordnance.

400. 5 Repairs and alterations, roaching, frosting.

400. 51 Conversion and alteration.

400. 52 Overhauling, repairing, cleaning, renovating.
(Relining, releveling.)

400. 53 Dyeing.

400. 54 Waterproofing.

400. 6 Reclamations and replacements.

400. 61 Shortages.

400. 62 Broken articles or packages.

400. 63 Damaged or deteriorated.
(Destroyed to prevent contagion.)

400. 64 Defective.

400. 7 Disposition of.
(Unserviceable, obsolete, surplus, unclaimed or stray, condemned.)

400. 71 Sales at auction.

400. 72 Unlawful.

400. 73 Losses and thefts.

400. 74 Waste.

400. 75 Sale and removal.

400. 76 Destruction.

401 Systems of supply and distribution.

402 Miscellaneous papers.

402. 1 *Requests for samples, specifications, illustrations, recipes.*

402. 2 *Requests for information as to articles of supply.*

402. 3 *Complaints and criticisms.*

402. 4 *Professional and technical papers in re.*

402. 5 Samples and descriptions of equipment foreign armies.

403	**Farming operations.**
403. 1	Acreage.
403. 2	*Crop reports.*
403. 3	Gardening.
403. 4	Dairying and poultry raising.
403. 5	Sale of farm and dairy products on military reservations and camps.
403. 6	Animals. (Property of individuals.)
404	**Remount service. (See 484.)**
404. 1	Breeding animals.
404. 2	Training animals.
404. 3	Remount depots and stations, auxiliary, field, etc. (See par. 34 hereof.) (*Reports* and operations.)
404. 4	Embarkation depots for animals.

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410 BUILDING MATERIAL AND HARDWARE.

(Process numbers 400.1 to 400.76 may be used *only* with concrete subject numbers 410 to 486.8, inclusive.)

410.1 Hardware. (Arrange alphabetically.)

410.2 Metals, all classes. (Arrange alphabetically.)

411 Building material.

411.1 Lumber, wood, timber.

411.2 Flooring and roofing, tanbark, tent floors.

411.3 Fixtures and equipments. (Arrange alphabetically.)
(Screens, storm doors, windows, vestibules, shutters, window shades, awnings, ventilators, ventilating fans, wall lockers, bowling alleys, gymnasium apparatus, fire escapes.)

411.4 Frames and sashes for doors and windows, portable houses.

411.5 Steel and iron, framework, sheeting, corrugated, wire fencing. (See 410.2.)

411.51 Steel reinforcing for concrete construction.

411.6 Paints, oils, varnishes, kalsomine, creosote, turpentine, glass, celluloid.

411.7 Builders' hardware. (Arrange alphabetically.)
(Metal fixtures; locks; keys; door knobs; hinges; window weights; metal materials, nails, nuts, bolts, screws, chains, rivets, brads, tacks, tin, wire.)

411.73 Rope, cordage, twine.

411.8 Cement, stone, etc. (Arrange alphabetically.)
(Asphalt, tar, road oils; cement, lime, and waterproofing materials; concrete, sand, mortar, crushed stone; brick, stone, tiling, paving blocks.)

412 Mechanical and electrical equipment.

412.1 Heating and lighting equipment. (Arrange alphabetically.)
(Radiators, registers, boilers for heating; electric-light fixtures; gas and other light fixtures; heating stoves and ranges, stove pipe, furnaces, fireplaces, and andirons.)

412.2 Plumbing and sewer materials and equipment, engine and boiler supplies. (Arrange alphabetically.)
(Iron pipe, joints, elbows, connections; water heaters, hydrants, drinking fountains, sewer pipe, joints, elbows, connections, closets, tanks, flushes, urinals, bathtubs, sinks, wash tubs, lavatories, shower baths, asbestos, packing for joints, metals, babbitt, and other welding and packing compound and materials, lubricating oils, greases, waste, boiler compound.)

412.3 Machinery. (Arrange alphabetically.)
(Air compressors; engines and equipment; boilers and equipment; ice and refrigerating machinery, ice-cutting tools; laundry machinery; ammunition machinery; baking and cooking machinery; pumps and equipment; safety devices, smoke consumers, fuel economizers.)

412.4 Electrical equipment, machinery, and material. (Arrange alphabetically.)
(Electric engines and motors, generators, generating sets, and dynamos, transformers, elevators, fans, chain lifts, storage batteries, cells, and magnetos, power panels, operating boards, wire, cables, blocks, signal, master, mine.)

412.5 (For aeroplane engines and motors see 452.8.)

413 Tools, instruments, and machines.

413.1 Tools and implements. (All kinds arrange alphabetically.)

(Shoe lasts and size sticks, ammunition tools, leading tools, carpenters' and painters' tools, plumbers' tools, electricians; tools, blacksmiths', saddlers', farriers', and wheelwrights' tools, tailors' tools and equipment material, pioneer and intrenching tools, agricultural, farm, and lawn tools and implements, miscellaneous, platform trucks, wheelbarrows.)

413.2 Fire-fighting apparatus and supplies. (Arrange alphabetically.)

(Fire engines, trucks, hose and reel carts, fire extinguishers, hand grenades, charge for extinguishers, chemical gases, hose, barrels, buckets.)

413.3 Musical and band instruments. (Arrange alphabetically.)

(Band instruments and parts, band equipment, music stands, holders, pouches, trumpets, bugles, fifes, drums, whistles, musical instruments, pianos, organs, guitars, phonographs, graphophones, automatic pianos and players, music rolls, phonograph records, sheet music.)

413.4 Telephone and telegraph, cables. (Arrange alphabetically.)

(Telegraph instruments, supplies and equipment; telephone instruments, supplies and equipment; cable instruments, supplies and equipment (mine cables under 476.2); wireless and radio instruments, supplies and equipment; telautophones, telautographs, telegraphophones, bell and buzzer systems, megaphones, speaking tubes.)

413.5 Office tools and machines, reproducing, printing and photographic equipment. (Arrange alphabetically.)

(Typewriters, dictaphones, addressographs, adding, numbering, and computing machines, printing machines, presses, multigraphs, and supplies for, duplicating machines, mimeographs, and supplies for, photographic machines, supplies and products of, stereopticons, and moving picture machines, films, electrotyping, lithographing, and etching outfits, supplies and products of.)

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413.6 Testing and measuring instruments, machines and tools. (Arrange alphabetically.)

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(Motors, electric, gas, water, blast, rheostats, gauges and scales, clocks, watches, and other time measures, registers, measures and meters of distance, quantity, testing machines, models, jigs, templets, meteorological instruments.)

413.68 Range finding and firing data instruments, etc. (Arrange alphabetically.)

(Boards, general, deflection boards, gun; deflection boards, mortar; plotting boards, W. H. gun boards, mortar plotting boards, 180° plotting board, 360° plotting board, submarine plotting board, fire commander's plotting board, 110° plotting board, Pratt range board; range finders; depression position finders, Lewin, model 1907; Lewis, type A and B; Swasey, A and AII; horizontal-base range finder; 9-foot, 15-foot, 17-foot, and up; azimuth instruments; pier mounts for azimuth instruments; predictors and prediction scales, mine prediction ruler, set forward rules, observation telescope, seacoast; wind component indicators.)

413.7. Nautical, surveying, and drawing instruments. (Arrange alphabetically.)

(Compasses, observing instruments, telescopes, periscopes, field glasses, goggles (see 470.6), spectacles, optical instruments, microscopes, reconnaissance outfits and life-saving devices, battery commanders' telescopes, signaling instruments, supplies and equipment, engineer instruments.)

Tools, instruments, and machines—Continued.

413.8 Machines. (Arrange alphabetically.)

(Road machines, cement guns, floor grinders, steam shovels, rock breakers and crushers, road machinery, concrete mixer, snow plows, sewing, buttonhole, clothing, stitching, lathes, harness-making machines, cutting and reloading, manufacturing machines, mowing machines and harvesting machines, hoisting and pulling machines, jacks, cranes, derricks, pile drivers, machines for preparing and handling fuel, saw and planing mills, saw machines, machines for preparing and handling forage, baling machines, loading, wire winding, and similar machines.)

414 Furniture, utensils, etc.

414.1 Furniture and furnishings. (Arrange alphabetically.)

(Office furniture, desks, tables, safes, chairs; cases: Filing, book, record; ticklers, heavy furniture for officers' quarters, floor coverings, rugs, matting, carpets, mats, refrigerators, ice boxes, water coolers, furniture for chapels, gymnasiums, libraries, halls, schools, etc., mess and kitchen furniture, camp tables, barrack chairs, mirrors, curtains, frames, cushions baskets, cuspidors.)

414.2 Cooking stoves and ranges, equipment and utensils for. (Arrange alphabetically.)

(Ranges, permanent and field, ovens, permanent, field, post, and post bakeries, field bakeries and kitchens, rolling kitchens, cooking outfits for field use, fireless cookers, gas, oil, alcohol, and steam cooking stoves and ranges.)

414.3 Kitchen utensils, tableware. (Arrange alphabetically.)

(Bread and dough tools and equipment, coffee mills, roasters, and machines, tools, as can openers, potato peelers, fire kindlers, scoops, sieves, knives, basting spoons, meat tools, utensils, pots, pans, kettles, coffee pots, tableware, plates, dishes, glasses, cellars, bowls, silverware, knives, forks, spoons, mess equipment or gear, scales, bins, racks.)

414.4 Equipment for cleaning and sanitation. (Arrange alphabetically.)

(Brooms, brushes, mops, sponges, cleaning and polishing machines, and portable laundries, incinerators and field laundries, septic tanks, sterilizers, fumigators, filters, water bags, sprayers, disinfecting plants, latrine troughs, odorless excavators, garbage cans, ash barrels and sieves, garbage screens and stands, basins, water buckets, dippers, and similar tinware, clothespins, washboards, scrubboards, washtubs, washstands, stepladders, clothes bars and dryers.)

414.5 Lamps, lanterns, oil cans, gas burners. (Arrange alphabetically.)

(Electric or incandescent lamps and bulbs, gas or acetylene lamps or burners, oil or gasoline lamps and burners, lanterns and candles, street lamps, oil cans, wicks, burners, chimneys and shades for lamps and lanterns.)

415 Signboards, posters, placards, signs, car cards. (Arrange alphabetically.)

416 Target-range equipment and war games. (Arrange alphabetically.)

(Targets, supplies and parts for, artillery targets, small arms targets, flags, disks, markers.)

417 Ponton equipment and supplies. (Arrange alphabetically.)

418 Equipment for athletic training. (Arrange alphabetically.)

418.1 Polo equipment.

418.2 Baseball equipment.

418.3 Football equipment.

418.4 Scaling walls.

420 CLOTHING, EQUIPAGE, TOILET ARTICLES.

421 Uniforms. (Arrange alphabetically.)

(Hats, caps, helmets (see 470.6 for gas masks, etc.), coats, jackets, overcoats, shirts, breeches, and trousers, shoes and leggings, boots, overshoes, chevrons, cords, strips, cap bands, brassards, ornaments, insignia, letters, coat buttons, medals, ribbons, badges, rosettes, identification tags, special measurement.)

422 Clothing other than uniforms. (Arrange alphabetically.)

(Fatigue or working clothing, and clothing for prisoners and deserters, underclothing, stockings, socks, sweaters, jerseys, collars, ties, belts, suspenders, studs, laces, garters, gloves, gauntlets, mittens, transport and harbor boat clothing, Alaskan clothing, oilskin clothing, skiis, snowshoes.)

423 Materials for clothing and equipage. (Arrange alphabetically.)

(Woolen cloths, flannels, kersey, serge, furs, cotton cloth for uniforms and blue denim, lining, thread, buttons (other than coat and overcoat), buckles, and other material for clothing and equipage, and webbing, canvas, duck for tents, tarpaulins, bags, other material for tents, tarpaulins, bags, bunting silk, thread, and other material for flags, etc., leather, rubber, felt, asbestos, cartridge-bag material, imitation leather and rubber.)

424 Tentage, ponchos, slickers, tarpaulins, flags, etc. (Arrange alphabetically.)

(Tents, complete, tents and flies (parts of tents), tent pins, poles, plates, and other parts, tarpaulins, wagon covers, mantas, flags, guidons, colors, pennants, banners, flag and color staffs, poles and parts, slings and rings, ponchos and slickers, and waterproof cloth, camp stools.)

425 Toilet articles. (Arrange alphabetically.)

(Toilet kits, recruit kits, and housewives, towels, handkerchiefs, toilet supplies, paper, soap, borax, tooth and talcum powder, shoe blacking and polish, shoe dressing, toilet utensils and tools, nail clips, hones, brushes, combs, shoe stretchers, button fasteners, etc., barber's supplies and tools.)

426 Personal equipment. (Arrange alphabetically.)

(Belts—cartridge, bandoleers, suspenders, saber, swords, revolver, waist, and shoulder, and for clubs and knives; scabbards—bayonet, bolo, machete, Hospital-Corps knife, saber, sword; spur and straps, saber knots, gun slings, revolver lanyards, and holsters, canteens, haversacks, gunners' pouches, knapsacks, cartridge boxes, tin cups, knives, forks, spoons, mess kits, wire cutters, axes, pick-axes, shovels, spades, hatchets, armor, shields, etc., chaplain's and other special outfits.)

427 Beds, bedding, cots, and blankets. (Arrange alphabetically.)

(Bedsteads, bunks, standees, cots, sleeping bags, bedding rolls, mattresses, pillows, bedsacks, mattress covers, pillow sacks, sheets, pillowcases; mosquito bars, nets, shields; blankets.)

428 Field desks, trunk lockers, kits, bags, and other containers. (Arrange alphabetically.)

(Field desks and trunk lockers and keys, telescope cases, valises, suit cases, blanket rolls and bags, clothing rolls, ration and mess boxes, pouches, tins, packs, dispatch cases, money bags, and similar pouches, mail bags, barrack bags, laundry bags, clothing bags, surplus kit bags, field chests and cases, tool and repair kits, commissary chests, field kits, pouches, packs, surplus kits, ammunition kits, flag kits.)

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430 SUBSISTENCE STORES.

430. 1 Meals, lunches, and meal tickets.

430. 2 Rations and component parts of. (Arrange alphabetically.)

(Army, garrison, Alaskan, field, haversack and reserve, travel, Filipino and emergency.)

430. 3 Exceptional articles.

431 Meats and fish. (Arrange alphabetically.)

(Live animals, cattle, turkeys, poultry, fresh meats, pork, beef, mutton, sausage, fresh dressed poultry, turkey, chicken; meats, canned or pickled; meats, cured or salt; ham, bacon, tongue, sausage, chowder and soups made from meats, fresh fish, oysters, lobsters; canned, cured, pickled, dried, or salt fish and oysters.)

432 Fruits, vegetables, and nuts. (Arrange alphabetically.)

(Vegetables, fresh, vegetables, canned, vegetables, desiccated, fruits, fresh fruits, canned, fruits, dried or evaporated, vegetables, dried or evaporated pickled or bottled fruits or vegetables.)

433 Breads, flour, cereals, grains. (Arrange alphabetically.)

(Grain for flour and meal, flour or meal, yeast, baking powder, malt, hops, bread, hard, soft, biscuit, corn bread, crackers, zwieback, rice, hominy, grits, macaroni, oatmeal, mush, corn flakes, shredded wheat, cereals.)

434 Butter, eggs, oils, milk, cheese, lard. (Arrange alphabetically.)

(Lard and substitutes therefor, butter and substitutes therefor, olive oil and similar oils, eggs, milk and cream, fresh; milk and cream, condensed; milk and cream, powdered, malted, evaporated; cheese.)

435 Beverages, drinks, tobacco and smokers' articles. (Arrange alphabetically.)

(Water, and rental hydrants, soft drinks a , fruit and fruit juices, ginger ale, Coca Cola, lime and grape juices, beer, whisky, wines, liquors, coffee, green, roasted, compressed, liquid, ground, and substitutes therefor, tea and substitutes therefor, cocoa, cacao, chocolate, tobacco, chewing and smoking, cigarettes and papers, cigars, pipes.)

436 Sugar, sirup, candy, preserves, jelly. (Arrange alphabetically.)

(Sugar, saccharin, sirups and molasses, gelatin, tapioca, cornstarch, candies, jams, jellies, preserves.)

437 Spices, condiments, sauces, extracts, vinegar. (Arrange alphabetically.)

(Pepper, salt, spices, ginger, cinnamon, nutmeg, sauces, pepper, Tobasco, Worcester, tomato, cranberry, mustard, horse-radish, catsup, caviar, flavoring extracts, vinegar.)

438 Supplies for cleaning, preserving, disinfecting laundering, etc. (Arrange alphabetically.)

(Soap, issue, laundry, scouring, Blanco, Sapolio, Electrosilicon, Leatherfude harness oil and soap, potash, lye, saltpeter, alcohol, ammonia, cleaning and polishing powder, emery cloth and paper, plating powder, cleaning material of all kinds, laundry starch and bluing, dyes and dyestuffs, preservatives, as benzoate of soda, neat's-foot oil, disinfectants, calcium chloride, etc., germicides, rat poisons, fly paper, naphthalene, insect traps.)

440 MEDICAL, SURGICAL, AND VETERINARY SUPPLIES, EQUIPMENT, AND INSTRUMENTS.

441 **Medicines, drugs, and chemicals. (Arrange alphabetically.)**

441.01 Preventive medicines.

441.1 Drugs (opiates, opium, poisons, quinine, radium, salvarsan, etc.).

441.2 Chemicals. (For chemicals and gases as weapons and defenses from, see 470.6.)

441.3 Acids.

441.4 Medicines.

441.5 Gases, nitrogen, oxygen.

441.6 Patent medicines.

441.7 Proprietary medicines.

442 **Surgical supplies, dressings, and materials. (Arrange alphabetically.)**

(Hospital supplies, antiseptics, disinfectants, bandages, etc.)

443 **Medical and surgical instruments, and equipments, and cases. (Arrange alphabetically.)**

(Artificial limbs, cadavers, litters, and stretchers.)

444 **Supplies and equipment for special treatments. (Arrange alphabetically.)**

444.1 First-aid packets or pouches, trusses.

444.2 Vaccine, smallpox and typhoid, antitoxin, prophylaxis sera and serums, virus.

444.3 Electrical equipment, X-ray machines, skiagraphs. 430

444.4 Dental.

445 **Veterinary medicines, drugs, and chemicals. (Arrange alphabetically.)** 470

446 **Veterinary supplies, dressings, and materials. (Arrange alphabetically.)** 480

447 **Veterinary instruments and equipment. (Arrange alphabetically.)** 500

448 **Veterinary supplies and equipment for special treatments (Mallein). (Arrange alphabetically.)** 540

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450 SUPPLIES AND EQUIPMENT FOR TRANSPORTATION BY LAND.

451 Vehicles and parts, spare and other. (Arrange alphabetically.)

451. 1 Passenger automobiles.

451. 2 Motor and auto trucks. (Arrange alphabetically.)

(Ammunition trucks, supply trucks, repair trucks, anti-aircraft-gun trucks, machine-gun trucks.)

451. 3 Tractors and trailers. (Arrange alphabetically.)

(Tractor, caterpillar type; tractor, wheeled type; tractors, machine shop; trailers and trail wagons, general; trailers, caterpillar type; trailers, wheeled type; armored cars; tanks, general; tanks, gasoline propelled; tanks, steam propelled; accessories, miscellaneous.)

451. 4 Bicycles and motorcycles. (Arrange alphabetically.)

451. 5 Carriages, buggies, buckboards. (Arrange alphabetically.)

451. 6 Passenger carts and wagons. (Arrange alphabetically.)

451. 7 Wagons: escort, Army, farm, water, sprinkling, combat, ammunition; carts: dump, and medical; and drays. (Arrange alphabetically.)

451. 8 Ambulances. (Arrange alphabetically.)

451. 9 Miscellaneous.

451. 91 Sleighs.

451. 92 Tires, all kinds.

452 Aeronautical supplies, equipment, materials, and spare parts. (Arrange alphabetically under each number.)

452. 1 Aeroplanes and parts.

452. 2 Hydroplanes, hydroaeroplanes, sea sleds.

452. 3 Balloons, kites, parachutes.

452. 4 Dirigible balloons, airships, other aircraft.

452. 5 Safety devices, stabilizers, etc.

452. 6 Armament and ammunition for.

(Aerial torpedoes, bombs, etc.)

452. 7 Instruments and equipment, wireless, sound ranges, etc.

452. 8 Engines and motors and parts. (Arrange alphabetically.)

(Engines, internal combustion type, ball bearings, carbureters and auxiliary parts thereof, such as auxiliary air intakes and oxygen generators, cylinders and cylinder heads, battery ignition parts and conductors, manifolds and mufflers, propellers, propeller hubs and parts thereof, spark plugs, and spark caps, tanks, fuel and oil, pistons, including wrist pins and wrist-pin bushings, grease cups, bushings and bearings (not ball bearings), starters and all parts and connections thereto, gaskets, cam shafts and cam-shaft bearings, valves and parts, such as tappets, push rods and connecting-rod bearings, bolts, etc., crank shafts and crank-shaft bearings, timing gears, including cover and cover bolts and screws, oil pumps and parts thereof, crank cases and sumps, oil gauges, gasoline gauge, air compressors.)

452. 9 Miscellaneous. (Arrange alphabetically.)

453 **Railroad engines, cars, tracks, ties, scales, and other equipment. (Arrange alphabetically.)**

453. 1 Railway cars for guns. (Arrange by sizes of guns.)

(For 3-inch guns and under; for 6-inch and 8-inch guns; for 10-inch guns; for 12-inch guns; for 14-inch guns; for 16-inch guns.)

453. 2 Railway cars for howitzers. (Arrange by sizes of howitzers.)

(For 4.7 inch howitzer; for 6-inch howitzer; for 7-inch to 10-inch howitzers, inclusive; for 12-inch howitzer; for 14-inch howitzer; for 16-inch howitzer.)

454 **Animals.**

454. 1 Riding.

(Mounts, horses, mules, ponies.)

454. 2 Draft.

(Horses, mules, oxen, reindeer, dogs.)

454. 3 Pack.

(Horses, mules.)

454. 4 Stallions.

454. 5 Carabaos, caribou.

454. 6 Mares and colts.

455 **Harness, horse, and pack equipment. (Arrange alphabetically.)**

(Harness, bridles, and bits and other harness and saddlery hardware. Saddles, riding, blankets, cloths, stirrups, bags, covers. Nose bags, feed bags, shoe pockets. Pack saddles and panniers. Aparejos. Pack outfits (for machine and mountain guns). Horse covers and blankets, lap robes. Whips. Artillery harness.)

456 **Stable, stall, and garage equipment. (Arrange alphabetically.)**

(Feed boxes, racks, mangers. Watering troughs. Brackets, hangars for saddles and harness. Currycombs, brushes, clippers, grooming kits. Branding irons. Picket pins, lariats, ropes, and halters. Horseshoes, nails, pads.)

457 **Packing supplies and materials for same. (Arrange alphabetically.)**

(Boxes, crates, barrels, kit packs. Tin cans, buckets, and bottles. Paper, wrapping and packing, burlap, and other wrappings. Bags and sacks of cotton, paper. Cartons and similar packages. Lacquer, wax, paraffin, sawdust, excelsior. Tags, labels, brands, marks. Marking outfits, stencils.)

458 **Special equipment, supplies, and apparatus for harbor boats and transports. (Arrange alphabetically under each head.)**

458. 1 Equipment and apparatus.

458. 11 Life-saving and preserving apparatus and devices.

458. 12 Spare parts, hydraulic pipe lines, buckets, dippers, etc.

458. 13 Diving, signaling, and radio apparatus for boats.

458. 14 Mooring buoys, lines.

458. 15 Deck equipment, gangplanks.

458. 16 Engine equipment for boats.

458. 17 Steward's equipment.

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Special equipment, etc.—Continued.

458. 2	Supplies for boats.
458. 24	Navigator's charts, books, supplies, equipment.
458. 25	Deck supplies.
458. 26	Engine supplies for boats.
458. 27	Steward's supplies and stores.
458. 4	Allowances and consumptions of supplies, stores. (Subdivide as 458.2.)
458. 5	Equipment and apparatus for mine planting.
458. 6	Equipment and apparatus for cable work.

460 OTHER SUPPLIES.

461 **Books and periodicals. (Arrange alphabetically.)**

(Books, text and technical; codes, law books, decisions, opinions, reference books, dictionaries, atlases, almanacs, directories; school books and equipment, as chalk, slates, blackboards; newspapers, and magazines.)

462 **Office supplies, stationery, paper, blank books. (Arrange alphabetically.)**

(Paper for writing, drawing, blue print, carbon, blotting, cards and cardboard, blank books, envelopes and jackets, pens, pencils, ink, rubber bands, typewriter ribbons, pins, clips, seals, tapes, rubber stamps, holders, and pads, paper, cutters, mucilage, and sponge cups or stands, check protectors.)

463 **Fuel, light and power.**

463. 1 Electric current, water power.

463. 2 Gas and acetylene.

463. 3 Coal.

463. 4 Wood.

463. 5 Charcoal and coke.

463. 6 Mineral oil or kerosene, coal oil.

463. 7 Motor oil or gasoline.

463. 8 Crude oil, fuel oil, distillate.

464 **Forage, fertilizer, and manure.**

464. 1 Grain, rye, corn, oats, barley.

464. 2 Meal, bran, middlings, linseed meal, cottonseed meal, oil cake.

464. 3 Mixtures and crushed foods.

464. 4 Hay and straw for feeding and bedding.

464. 5 Grass, pasturage, cutting hay.

464. 6 Fertilizer and manure.

464. 7 Fish and meat for animals, dog food.

464. 8 Seeds, all kinds.

465 **Ice, and harvesting ice.**

466 **Matches.**

468 **Supplies for funerals. (Arrange alphabetically.)**

(Coffins, caskets, embalming fluids, lowering devices, headstones.)

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470 ARMAMENT, AMMUNITION, AND OTHER ORDNANCE STORES.

470. 1 Metals for use in manufacture of armament. (File all metals under this number alphabetically.)

(Aluminum, iron, bronze, steel, copper, zinc, brass, monel metal, nickel, gold silver, quicksilver, mercury.)

470. 2 Dummy armament. (Arrange alphabetically.)

(Dummy and drill cartridges, dummy powder bags, projectiles, cannon, carriages, etc.).

470. 3 Searchlights and outfits. (Arrange alphabetically.)

(Portable searchlights and lights, seacoast, projectors, mirrors, glass, metal, gold plating, silver plating, nickel plating; accessories, balancer sets, carbons, clutches, controllers, obturators, shutters and curtains, stops, cable, searchlight structures, shelters, towers, trucks.)

470. 4 Turrets. (Arrange alphabetically.)

(Armor for turrets, structure, ammunition hoists for turrets, handling gear, electrical equipment, traversing gear, mounts, rammers).

470. 5 Armor plate and Navy armor.

470. 6 Chemicals and gases for fighting, gas masks and goggles, gas helmets and incendiary apparatus, explosive lethal and lachrymose gases and chemicals, smoke effects, gas flasks, projectors, valves, etc., weapons, absorbents, flame projectors, etc.

471 Ammunition.

471. 1 For mobile guns. (Arrange by sizes.)

(Subcaliber guns; 2.30-inch, 2.95-inch, and 75-mm, 3-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, and 8-inch, 9.5-inch, and 12-inch, 16-inch, and over.)

471. 2 Shrapnel. (Arrange by sizes.)

(2.95-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, and 8-inch, 9.5-inch, and 12-inch, 16-inch, and over.)

471. 3 Ammunition for seacoast guns. (Arrange by sizes.)

(Subcaliber and 3-inch (15-pounder), 4-inch, 4.7-inch, and 4.72-inch, 5-inch, and 6-inch, 8-inch, and 10-inch, 12-inch, 14-inch, 16-inch, and over, ammunition for mortars, general; for trench mortars, light weight, heavy weight.)

471. 4 Ammunition for small arms. (Arrange alphabetically.)

(Rifle ball cartridges, revolver and pistol ball cartridges, blank cartridges, guard, multiball cartridges, gallery practice cartridges, shotgun cartridges.

471. 5 Powder and powder charges. (Arrange alphabetically and by sizes.)

(.30-caliber, .30 and .45 caliber, 1-pounder, 6-pounder, 2.95-inch subcaliber, 3-inch, 3.2-inch gun, 3.8-inch, gun, 3.6-inch mortar, 4-inch gun, 3.8-inch howitzer, 4.7-inch gun, 4.7-inch howitzer, 4.72-inch gun, 5-inch gun, 6-inch gun, 6-inch howitzer, 8-inch gun, 7-inch and 7.6-inch howitzer, 8-inch howitzer, 7-inch mortar, 10-inch gun, 12-inch gun, 12-inch mortar, 14-inch gun, 16-inch gun, maneuver, black, saluting, igniting, shrapnel powder.)

471. 6 Explosives in general (such as bombs, etc.). (Arrange alphabetically.)

(Grenades in general and aerial darts, hand grenades, rifle grenades, drop bombs; incendiary, smoke, poisonous, demolition, fragmentation, sights, and devices for dropping bombs, etc.)

Ammunition—Continued.

471.8 Parts and accessories.

471.81 Components. (Arrange alphabetically.)
(Tracers, etc., bands for projectiles, caps for projectiles, plungers, covers.)

471.82 Fuses. (Arrange alphabetically.)
(Combination, detonating, percussion, fuse setters.)

471.83 Primers. (Arrange alphabetically.)
(Ignition, electric, friction, combination, percussion, nondelay, small arms.)

471.84 Bullets. (Arrange alphabetically.)
(Cannelured, foreign, sharp-pointed, soft-nosed, smoke.)

471.85 Ingredients of powder and explosives. (Arrange alphabetically.)
(Ammonia, benzol, phenol, toluol, charcoal, glycerin, naphthalene, ether, alcohol, diphenylamine, graphite, sulphur and pyrite, sodium nitrate, saltpeter or potassium nitrate, cotton, alkali, acids, sulphuric acid, nitric acid, oxanilid, aniline, methylaniline, oxalic acid.)

471.86 Explosive material. (Arrange alphabetically.)
(Inventions, experiments, and tests, ammonium picrate, picric acid, explosive "A" and "D," nitroglycerin, dynamite, maximite, gun cotton, trinitrotoluol or T. N. T., miscellaneous, ammonium nitrate, amatol (ammonium nitrate and T. N. T.), tetryl (tetranitro-methyl), T. N. A. (tetra nitro aniline), fulminate, chlorates.)

471.87 Containers for ammunition. (Arrange alphabetically.)
(Baskets, powder bags, kegs, barrels, etc., powder bags, howitzer bags, gun and mortar bags, kegs or drums (black powder, .30 caliber, etc.), barrels, powder boxes, cartridge cases, cartridge storage cases, shrapnel cases, cartridge clips, cans.)

471.88 Ammunition service or storage. (Arrange alphabetically.)
(Shell rooms, powder bins, racks, skids, loading trays, tables, trolleys, tongs, ammunition hoists, powder and projectile hoists, storage, black powder, smokeless powder, high explosives, sodium nitrate.) 470

471.9 Miscellaneous. 480

471.91 Ammunition for aerial guns.

472 Cannon. 500

472.1 Mobile guns. (Arrange by sizes.)
(Subcaliber guns, 2.38-inch and 2.95-inch guns, 3-inch guns, 3-inch English guns, 3.8-inch guns, 4.7-inch guns, 6-inch guns, 7.6-inch guns, 9.5-inch and 12-inch guns, 16-inch guns, and over.) 540

472.2 Howitzers. (Arrange by sizes.) 560
(3-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, and 8-inch, 9.5-inch, 12-inch, 16-inch, and over.)

472.3 Seacoast guns. (Arrange by sizes.) 570
(Subcaliber and 3-inch (15-pounder), 4-inch, 4.7-inch, and 4.72-inch, 5-inch, and 6-inch, 8-inch, and 10-inch, 12-inch, 14-inch, 16-inch, and over.) 600

472.4 Mortars. (Arrange by sizes.)
(Trench mortars, light weight, heavy weight.) 650

472.5 Machine and automatic guns. (Arrange alphabetically.) 680
(Benét-Mercié, caliber .30, Colt (old type and Marlin Arms Co.), Vickers, model 1915, Colt, Browning water cooled, miscellaneous and Maxim model 1904, 1-pounder guns.) 700

Cannon—Continued.

472. 6 Navy guns for submarine chasers and other purposes.

472. 8 Parts and accessories. (Arrange alphabetically.)

(Parts: Forgings and castings, jackets, tubes and hoops, sleeves, breech mechanisms, blocks, firing mechanisms, lanyards, safety devices. Accessories: Sponges and staves, sights, subtarget-gun machines, rammers and staves, covers for cannon, subcaliber tubes, cleaning devices.)

472. 9 Miscellaneous cannon.

472. 91 Aerial guns.

472. 92 Life-saving guns.

473 Carriages, mounts, and tripods.

473. 1 For mobile guns. (Arranged by sizes of guns.)

(For subcaliber guns, 2.38-inch and 2.95-inch, 3-inch guns, 3.8-inch guns, 4.7-inch guns, 6-inch and 7.6-inch guns, 9.5-inch guns and 12-inch guns, 16-inch and over.)

473. 2 For howitzers. (Arranged by sizes of guns.)

(For 3-inch howitzer, 3.8-inch howitzer, 4.7-inch howitzer, 6-inch howitzer, 7.6-inch howitzer and 8-inch howitzer, 9.5-inch howitzer, 12-inch howitzer, 16-inch howitzer and over.)

473. 3 For seacoast guns. (Arranged by sizes and models of guns.)

(For subcaliber and 3-inch (15-pounder), 4-inch, 4.7-inch, and 4.72-inch, 5-inch and 6-inch in general: 5-inch, 6-inch barbette Armstrong, 6-inch B. C. model 1900, 6-inch B. C. model 1910, 6-inch B. C. model 1917, 6-inch D. C. model 1898, 6-inch D. C. model 1903, 6-inch D. C. model 1905, M1 and M2; for 8-inch and 10-inch general: 8-inch B. C. model 1892, 8-inch B. C. model 1918, 8-inch D. C. model 1894, 8-inch D. C. model 1896, 10-inch B. C. model 1893, 10-inch D. C., L. F. model 1894, 10-inch D. D., A. R. F. model 1896, 10-inch D. C., L. F. model 1896, 10-inch D. C. model 1901; for 12-inch in general: 12-inch B. C. model 1892, 12-inch B. C. model 1917, 12-inch D. C. model 1896, 12-inch D. C. model 1897, 12-inch D. C. model 1901, 12-inch gun lift and altered gun lift; for 14-inch in general: 14-inch D. C. model 1907 and M1; for 16-inch in general: 16-inch D. C., L. F. model 1912, 16-inch D. C. model 1917.)

473. 4 Mortar carriages. (Arrange by sizes of guns.)

(Trench mortar mounts: Light weight, heavy weight; 12-inch M. C. model 1891, 12-inch M. C. model 1896, M1, M2 and M3, 12-inch M. C. model 1908.)

473. 5 Mounts for machine guns. (Arrange alphabetically.)

(Benet-Mercie, Colts, Maxim, model 1904, Lewis, Vickers, model 1915.)

473. 6 Mounts for Navy guns.

473. 8 Parts and accessories.

473. 81 Fixed parts. (Arrange alphabetically.)

(Top carriage and racer, chassis and cradle, trail, base ring, scales, range quadrants, etc., scales, shields, wheels, axles, poles.)

473. 82 Mechanisms. (Arrange alphabetically.)

(Elevating arms, bands, disks, gear, locks, racks, scales, wheels, traversing brakes, circles, shafts, gears, pinions, rollers, stops, wheels, ratchets, retracting clutches, eyes, motors, gears, recoil and counter-recoil bands, brakes at stops, buffers, cylinders, springs, counterweights, throttling bars, valves, tripping gears, leathers, rods, pawls.)

473. 83 Electrical equipment, magnetos, wiring, circuits, conduits, telephone and terminal boxes. (Arrange alphabetically.)

473. 84 Spare parts. (Arrange alphabetically.)

Carriages, mounts, and tripods—Continued.

473. 85 Sights and carriages. (Arrange alphabetically.)
(Front, rear, bore, panoramic, telescopic, 2-inch, telescopic, 3-inch, night, trench mortar sights.)

473. 86 Caissons, limbers, covers, etc.

473. 861 Caissons. (Arrange alphabetically or by sizes.)
(75-mm. gun caissons, 3-inch gun caissons, 3.8-inch caissons, gun and howitzer, 4.7-inch caissons, gun and howitzer, 6-inch howitzer caissons, 155-mm. howitzer caissons.)

473. 862 Limbers. (Arrange by sizes.)
(75-mm. gun limbers, 3-inch gun limbers, 3.8-inch limbers, gun and howitzer, 4.7-inch limbers, gun and howitzer, 6-inch howitzer limbers, 155-mm. howitzer limbers, 7.6-inch howitzer limbers, 9.5-inch and 12-inch howitzer limbers.)

473. 863 Reels and carts. (Arrange alphabetically.)
(Hand reel, reel for caissons, reel (2-horse), reel and cart (6-horse).

473. 864 Observation towers.

473. 865 Covers for carriages.

473. 866 Platforms, etc.

473. 87 Brackets and braces for: Fuse setters, lamps, range finders, telephones and telautographs, sights, firing materials.

473. 88 Containers and carriers. (Arrange alphabetically.)
(Armament chests; for gun carriages, mortar carriages, howitzer carriages, ammunition chests, forge and battery wagons; forge limbers, store limbers, store wagons, battery wagons; store wagons and transport wagons; transport wagons, 7.6-inch howitzer, transport wagons, 9.5-inch howitzer, transport wagons, 12-inch howitzer, ammunition carts, ammunition trucks.)

473. 9 Carriages for miscellaneous guns.
(For aerial guns, life-saving guns, subcaliber guns, etc.)

474 Small arms.

474. 1 Magazine or United States rifle.

474. 2 Automatic rifles.

474. 3 Gallery practice rifle.

474. 4 Other rifles, Enfield, cadet, Krag, etc.

474. 5 Carbines.

474. 6 Revolvers and automatic pistols.

474. 7 Side arms and fencing equipment.
(Sabers, swords, bayonets, Hospital Corps knives, bolos and machetes, masks, fencing sticks, gloves.)

474. 8 Parts and accessories. (Arrange alphabetically.)
(Parts of small arms, barrels, bands, stocks, ejectors, triggers, magazines, swivels, hammers, sights for small arms, front, rear, open, battle, telescopic, sighting bar and hood, subcaliber tubes, appendages of small arms, ramrods, drift slides, oilers and thongs, oiler and thong cases, thong brush, cleaning rods, covers for rods, silencers (Maxim), containers and carriers, arm chests and lockers, arm racks, covers, carriers and holders.)

474. 9 Miscellaneous small arms.
(Shotguns and outfits.)

475 Ordnance equipment of troops.

475. 1 Artillery equipments. (Arrange alphabetically.)

475. 2 Cavalry equipments. (Arrange alphabetically.)

475. 3 Infantry equipments. (Arrange alphabetically.)

475. 4 Engineer equipments. (Arrange alphabetically.)

475. 5 Medical equipments. (Arrange alphabetically.)

475. 6 Machine-gun platoon equipments. (Arrange alphabetically.)

475. 7 Signal Corps equipments. (Arrange alphabetically.)

475. 73 Aeronautical equipments. (Arrange alphabetically.)
(Signaling pistols, signaling cartridges, flares, rifle signal lights, smoke producing, pyrotechnics, illuminating rockets, signal bombs, illuminating flares, rifle signal lights.)

476 Submarine mines and equipment.

476. 1 Equipment for mining. (Arrange alphabetically.)
(Mines, mine cases, compound plug and assembling jig, circuit closer, mine transformer, fuses and fuse cans, mine caps and domes, anchors, explosives, moorings, distribution boxes, junction boxes, automatic and other switches, assembling jigs.)

476. 2 Cable. (Arrange alphabetically.)
(Reels, frames, drums, and trucks; measuring reel and frame, cable test and testing set, clip, Turk's head, protection against fouling, cable crossings.)

476. 3 Tools and supplies. (Arrange alphabetically.)
(Supply list, boat telephones, drying ovens, cable cutters.)

476. 4 Torpedoes.

477 Submarine nets and similar appliances.

480 RENTALS AND SERVICES OTHER THAN PERSONAL.

481 Rentals, except for recruiting purposes.

482 Rentals and all other services for recruiting purposes.

483 Telegraph, telephone, radio, and mail service.

483. 1 Telegraph and tariffs.

483. 2 Telephone and tariffs.

483. 3 Cable, submarine signal, fire alarm, watch-time service.

483. 4 Mail or postage.

484 Caring for animals. (See 404.)

484. 1 Shoeing animals, hocking.

484. 2 Stabling and feeding animals.

484. 3 Veterinary services. (See 728.) (Arrange alphabetically.)

(Sanitary inspections, vaccination and immunization, use of serums, quarantine, infectious diseases and disinfection parasites of animals, aid to injured animals.)

484. 4 Protection from casualties, accidents, etc.

484. 5 Disposal of dead animals.

485 Sanitary services.

485. 1 Scavenger service.

485. 2 Collecting garbage.

485. 3 Disposal of trash and waste paper.

486 Various services.

486. 1 Storage, cold and other; stevedoring services

486. 2 Drayage and hauling. (See 536.)

486. 3 Laundering, renovating, cleaning.

486. 4 Printing and binding.

486. 5 Advertising.

486. 6 Packing and crating.

486. 7 Disinterring remains, embalming, and furnishing coffins.

486. 8 Engraving, lithographing, and making halftones.

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500 TRANSPORTATION.

(Data as to facilities for war use.)

510 TRANSPORTATION OF PERSONS.

511 Organizations. (Arrange alphabetically.)

(Change of station, to and from maneuvers and encampments, to and from target practice, recruit detachments from recruit depots to regiments, National Guard organizations, allowances, to tournaments, horse shows, parades.)

512 Officers and nurses. (Arrange alphabetically.)

(Change of station, inspection and similar trips, upon retirement, resignation, or dismissal, families of officers, National Guard officers, allowances of transportation, cadets.)

513 Enlisted men, recruits. (Arrange alphabetically.)

(Change of station, or on reenlistment, on duty, upon retirement or discharge, families of enlisted men, National Guard enlisted men, allowances of transportation, prisoners, deserters, stragglers.)

514 Employees and officials of War Department. (Arrange alphabetically.)

(Change of station, on inspection or similar trips, upon resignation or discharge, families of, allowances.)

515 Employees, enlisted men, and officials of other departments. (Arrange alphabetically.)

(Enlisted men and officers of Navy, enlisted men and officers of Marine Corps, Coast Guard, Public Health Service, officials of other departments, employees of other departments.)

516 Civilians, witnesses, former soldiers, former employees. (Arrange alphabetically.)

(Witnesses for courts, camp followers and attendants, former soldiers, and for artificial limbs, former employees, natives of island possessions, servants, stowaways, indigent citizens.)

517 Members of Congress, Territorial officials, etc. (Arrange alphabetically.)

(Members of Congress, territorial and State officials, secretaries and officials, officials, officers, enlisted men, and employees, of associations, societies, etc.)

518 Remains, corpses, ashes, human bones, bodies, etc. (Arrange alphabetically.)

(Officers, enlisted men, nurses, and recruits, employees and officials of War Department, employees, enlisted men, and officials of other departments, civilians, former soldiers, former employees.)

520 TRANSPORTATION OF SUPPLIES OR PROPERTY.

521 Animals, public. (Arrange alphabetically.)

(Belonging to war or other departments, attendants for.)

522 Officers' horses.

(Attendants for, change of station, purchase from remount depots, horses of deceased officers. Upon retirement, resignation, dismissal. National Guard officers. Allowances. To shows, parades, matches, tournaments.)

523 Supplies and public property. (Arrange alphabetically.)

(Methods of billing and rules as to shipping, use of car cards and placards, freight by rail, by water. Express, parcel post, or mail. See 531.6.)

523. 1 War Department bureaus. (Arrange under names of bureaus.)

523. 2 Other departments of the Government. (Arrange under names of departments.)

523. 3 Supplies belonging to National Guard of States. (Arrange under names of States.)

523. 4 Supplies to and from National Guard. (Arrange under names of States.)

523. 5 Property of organizations, regiments, companies. (Arrange under titles.)

523. 6 Money, funds, badges, medals.

523. 7 Records, mails, documents.

523. 8 Explosives and ammunition.

524 Household goods, baggage, professional books, and other private property. (Arrange alphabetically.)

(Methods of billing and rules as to shipping, baggage, household goods, and other personal property, officers; allowance, excess, enlisted men, recruits, nurses; allowance, excess, employees, War Department; allowance, excess, employees and members other departments; allowance, excess, civilians and others; allowance, excess, professional books of officers; allowance, excess, Christmas and simular boxes or packages, gifts; officers, enlisted men, recruits, nurses; employees of War Department, employees and members other departments, civilians and others, property of societies and associations, property of foreign governments.)

529 Miscellaneous.

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530 TRANSPORTATION BY LAND.

531 Railroad.

531.1 Passenger.
(Day coaches, tourist cars, baggage cars.)

531.2 Sleeping and parlor cars.
(Pullman sleeping cars, Railroad sleeping cars, Parlor cars, Chair cars.)

531.4 Refrigerator and other special cars.
(Refrigerator and cold-storage cars, palace horse cars, hospital cars and trains.)

531.5 Freight.
(Stalls in freight cars.)

531.6 Shipments. (Arrange alphabetically.)
(Routing, tracing, unclaimed and stray shipments, shortages and loss in shipment.)

531.7 Train service.

531.8 Railroad station service.
(Terminal facilities.)

532 Street-car transportation.

533 Carriages, cabs, and similar vehicular transportation.
(Hire of.)

534 Transportation by animals.
(Hire of mounts for officers, hire of draft and pack, hire of for National Guard.)

535 Pack, wagon, field, and combat trains, civilian only. (See 322 for military.)
(Organization and formation of, use and movement of, regulations, reports from.)

536 Drayage and hauling. (See 486.2) #

537 Automobile and motor truck transportation.
(Hire of, use of automobiles in lieu of carriages, use of auto and motor trucks in lieu of teams, wagons, rules and regulations as to use, licenses, etc.)

540 TRANSPORTATION BY WATER.

540. 1 Navigation laws, customs, and regulations.

541 On transports.

541. 1 Persons. (Subdivide as 510 as far as necessary.)

541. 2 Supplies, property, animals. (Subdivide as 520.)

541. 3 Subsistence on board. (Subdivide as 510.)

541. 4 Staterooms and sleeping quarters. (Subdivide as 510.)

541. 5 Stalls, stables, and forage for animals.

541. 6 Transportation of pay passengers.

542 On harbor boats. (Subdivide as 541 if necessary.)

543 On other Government vessels. (Subdivide as 541 if necessary.)

544 Transportation on commercial vessels.
(Bids, abstracts and contracts for.)

544. 1 Ferry service.

544. 2 Freight.

544. 3 Passenger.

545 Commercial. (By names of ships, or owners or agents, and as per paragraph 34 this manual.)

545. 01 Data concerning capacity and suitability for Government use, *offers to charter or hire*, and *reports as to registry*.

545. 02 Charter or hire of commercial vessels, *bids*, *abstracts*, *contracts*, *charter parties*, refitting, restoration.

545. 1 Substitute boats. (Subdivide as 545.)

545. 2 Ferry and transport service. (Subdivide as 545.)

545. 3 Wrecking and towing service. (Subdivide as 545.)

545. 4 Towing targets for artillery practice. (Subdivide as 545.)

546 Seized or interned vessels. (Arrange by names of vessels, or owners or agents, subdivide as necessary.)

548 Pilotage, tolls, wharfage.

548. 1 Pilotage.

548. 2 Tolls.

548. 3 Wharfage.

548. 4 Lighterage.

549 Miscellaneous.

549. 1 *Reports of operation of water transportation; statements and comparisons of cost.*

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550 TRANSPORTATION RATES, TARIFFS, ACCOUNTS, CONTRACTS, TICKETS.

550. 1 Blank forms of accounts and vouchers.

550. 2 Method of computing and handling accounts.

551 Tariffs, rates, equalization agreements, schedules.

(*War Department publications* as to tariffs; *railroad publications* as to tariffs; *Interstate Commerce Commission publications.*)

551. 1 Passenger.

(Military fare basis, classification as first, second, class.)

551. 2 Freight.

(Government freight-rate basis. Classification for rate-making purposes.)

551. 3 Express.

551. 4 Excess baggage.

551. 5 Sleeping and parlor-car service.

551. 6 Land-grant and bond-aided railroads.

552 *Transportation requests, bills of lading, and tickets.*

552. 1 Purposes and methods of using and settling.

552. 2 Blank transportation requests and bills of lading.

(*Requests* for books of transportation requests.)

552. 3 Lost, destroyed, or misplaced.

552. 4 Disposition of unused.

552. 5 Errors in or irregularities.

552. 6 Cancellation.

552. 7 Copies of and *reports of transportation requests and bills of lading issued.*

552. 8 Tickets. (Arrange alphabetically.)

(Cancellation, copies, destroyed, lost, and misplaced, disposition of unused, errors or irregularities, purchase and supply of, use and allowance of, railroad, street car, ferry.)

553 *Passenger transportation accounts and contracts.*

553. 1 *Abstracts, bids, and contracts.*

554 *Freight transportation accounts and contracts, general averages.*

554. 1 *Abstracts, bids, and contracts.*

555 *Express accounts and claims, express companies.*

556 Storage and demurrage accounts.

556. 1 *Demurrage accounts.*

556. 2 *Storage accounts of railroads.*

556. 3 *Accounts for weighing cars, switching, occupancy.*

556. 4 Surcharges, etc.

557 *Accounts against carriers, for shortages, breakages, etc.*

560 HARBOR BOATS (INCLUDING MINE PLANTERS, FLOATING PLANT, AND CABLE STEAMERS) AND HARBOR BOAT SERVICE.

560. 1 Harbor-boat regulations.

561 Acquisition and construction of vessels.

561. 1 *Requests or requisitions for vessels.* (Arrange alphabetically.)

(Scows, lighters, dredges, hoppers, rock breaking and snag boats, barges, flats, rowboats, canoes, lifeboats, other small boats, motor and gasoline launches, maneuver boats, quarter boats, steam launches, derricks, pile drivers, graders, drill boats, steamers, tugs, tow and survey boats, colliers; water and supply vessels, floating dry docks, transports, mine planters, cable steamers, refrigerator ships, hospital ships, and other large vessels; designs, specifications, plans, bids, abstracts, and contracts for.)

561. 2 Purchase and transfer between departments of. (Subdivide as 561.1.)

561. 3 *Catalogues, offers to sell, advertisements.* (Subdivide as 561.1.)

561. 4 Construction. (Subdivide as 561.1.)

561. 5 Conversion of vessels and refitting. (Subdivide as 561.1.)

561.6 Requisitioning and commandeering. (Subdivide as 561.1.)

562 For equipment, supplies, and apparatus see 458. #

563 Operation, care, and maintenance.

563. 1 Embarking and discharging passengers.

(Preventing stowaways.)

563. 2 Quarters on shipboard and assignment troops to duty on.

(Cabin, staterooms, quarters for crew, quarters for enlisted men, recruits, casuals, quarters for employees not entitled to staterooms, nurses, quarters for servants, natives, quarters for sick and wounded passengers, quarters for prisoners, insane persons.)

563. 3 Subsistence accommodations on board.

(Saloon mess, ship's officers' mess, ship's petty officers' mess, crew's mess, troops' mess, armed guard's mess, hospital mess.)

563. 4 Docking and storage of vessels.

563. 5 Cargo or freight.

(Loading, discharging, handling cargo on board; stalls for animals; mail carried for Post Office Department; cargo space available and required; feeding and watering animals.)

563. 6 Services for vessels.

(Laundry service, removing ashes, trimming coal in bunkers, coaling, taking water, arming.)

563. 8 Work to be done by crew, and methods employed.

(Cleaning and washing; replacing civilian by enlisted crew.)

564 Repairs and alterations.

(*Reports of cost of, contracts for, requisitions for,* dry-docking, cleaning, painting, additions, new installations and equipment.)

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565 **Movements.**

565. 1 Schedules and service.

565. 2 Arrivals and departures, ports.

(Location or address of, availability for service, *reports of arrivals and departures.* Voyages and trips, *sailing orders, reports of voyages, reports of expenditures on voyages.*)

565. 4 Transfers and assignments of boats to stations.

565. 5 Loan of.

565. 6 Duties, out of commission, in reserve.

(Planting mines, laying cables, repairing cables, and carrying mail.)

565. 7 Special expeditions or movements, and performances of.

566 **Inspection of vessels and boilers, other than by Inspectors General,** *and reports thereof.*

566. 1 By civilian inspectors of War Department.

566. 2 By inspectors of Steamboat-Inspection Service.

569 **Miscellaneous.**

569. 1 *Reports, as to vessels.*

(*Of public service and condition of vessels, of cleaning, painting, or condition of bottoms, of accidents, damages to, or collisions, of operating expenses and annual statement floating plant, of expenditures on account vessels hired, of coal and water received on vessels, of fuel efficiency tests on vessels, of irregularities and deficiencies.*)

569. 2 *Logs, and extracts thereof.*

569. 3 *Lists of passengers, assignments.*

(*Passenger lists and reports, lists of assignments, lists and reports of crews.*)

569. 4 *Manifests.*

569. 5 *Data as to dimensions, size, capacity.*

(*Data sheets:* Dimensions and size, cabin and stateroom capacity, other passenger capacity, lifeboat capacity and data, animal-carrying capacity cargo and freight capacity.)

569. 6 *Pictures, plans, descriptions, and lists of vessels.*

569. 7 Sale or other disposition of vessels.

570 TRANSPORTS AND ARMY TRANSPORT SERVICE.

(For special movements and expeditions, such as European expeditions, Mexican border, etc., make geographical subdivision under name of campaign and carry as any other geographical division, with subjective classification thereunder.)

570. 1 Transport regulations.

571 Acquisition and construction of vessels.

(Subdivide alphabetically by kinds and classes of vessels, and by designs, specifications, plans, bids, abstracts, and contracts for.)

571. 1 *Requests or requisitions for vessels.*

(Subdivide alphabetically by kinds and classes of vessels, and by designs, specifications, plans, bids, abstracts, and contracts for.)

571. 2 Purchase of and transfer between departments.

(Subdivide alphabetically by kinds and classes of vessels, and by designs, specifications, plans, bids, abstracts, and contracts for.)

571. 3 *Catalogues, offers to sell, advertisements.*

(Subdivide alphabetically by kinds and classes of vessels, and by designs, specifications, plans, bids, abstracts, and contracts for.)

571. 4 Construction.

(Subdivide alphabetically by kinds and classes of vessels, and by designs, specifications, plans, bids, abstracts, and contracts for.)

571. 5 Conversion of vessels and refitting.

(Subdivide alphabetically by kinds and classes of vessels, and by designs, specifications, plans, bids, abstracts, and contracts for.)

571. 6 Requisitioning and commandeering.

(Subdivide alphabetically by kinds and classes of vessels, and by designs, specifications, plans, bids, abstracts, and contracts for.)

572 For special equipment, supplies, and apparatus for vessels, see 458. #

573 Operation, care, and maintenance.

573. 1 Embarking and discharging passengers.

(Preventing stowaways.)

573. 2 Quarters on shipboard, and assignment troops to duty on.

(Cabin, staterooms, quarters for crew, quarters for enlisted men, recruits, casuals, quarters for employees not entitled to staterooms, nurses, quarters for servants, natives, quarters for sick and wounded passengers, quarters for prisoners, insane persons.)

573. 3 Subsistence accommodations on board.

(Saloon mess, ship's officers' mess, ship's petty officers' mess, crew's, sailors' and firemen's mess, troops' mess, armed guard's mess, hospital mess.)

573. 4 Docking and storage of vessels.

573. 5 Cargo and freight.

(Loading, discharging, handling cargo on board, stalls for animals, mail carried for Post Office Department, cargo space available and required, feeding and watering animals.)

573. 6 Services for vessels.

(Laundry service, removing ashes, trimming coal bunkers, coaling, taking water.)

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Operation, care, and maintenance—Continued.

573. 7 Arming.

573. 8 Work to be done by crew and methods employed.
(Cleaning and washing, replacing civilian by enlisted crew.)

574 Repairs and alterations.
(*Reports of cost of, requisitions for, specifications for, abstracts, bids, contracts for*, dry-docking, cleaning, painting, additions, new installations and equipment.)

575 Movements.

575. 1 Schedules and service.

575. 2 Arrivals and departures, ports.
(Location or address of, availability for service, *reports of arrivals and departures.*)

575. 3 Voyages and trips, *sailing orders.*
(*Reports of voyages, reports of expenditures on voyages.*)

575. 4 Transfers and assignments of boats to stations.

575. 5 Loan of.

575. 6 Services or duties, out of commission, in reserve.
(Planting mines, laying cables, repairing cables and carrying mail.)

575. 7 Special expeditions or movements, and performances of.

576 Inspection of vessels and boilers other than by Inspectors General, *and reports.*

576. 1 By civilian inspectors of War Department.

576. 2 By inspectors of Steamboat-Inspection Service.

579 Miscellaneous.

579. 1 *Reports, as to vessels.*
(*Of public service and condition of vessels, of cleaning, painting, or condition of bottoms, of accidents, damages to or collisions, of operating expenses and annual statement floating plant, of expenditures on account of vessels hired, of coal and water received on vessels, of coal efficiency tests on vessels, of irregularities and deficiencies.*)

579. 2 *Logs and extracts thereof.*

579. 3 *Lists of passengers, assignments.*
(*Passenger lists, lists of assignments, reports of passengers and crews.*)

579. 4 *Manifests.*

579. 5 *Data as to dimensions, size, capacity.*
(Dimensions and size, cabin and stateroom capacity, *data sheets*, other passenger capacity, lifeboat capacity and data, animal-carrying capacity, cargo and freight capacity.)

579. 6 *Pictures, plans, descriptions.*

579. 7 Sale or other disposition of vessels.

580 AVIATION AND AERONAUTICS.

(For supplies see 452 and for other subjects see 360.)

600 BUILDINGS AND GROUNDS. (MILITARY AND CIVIL.)

(Process numbers 600.1 to 600.95 may be used ONLY with concrete subjects numbers 610 to 679, inclusive.)

(Size of post or station, capacity, location of building and structures, number of same.)

600. 1 Construction and installation.

600. 11 Methods of.

(Bids and contracts (complaints and protests), open market; proposal and acceptance and by hire of labor and purchase of materials.)

600. 12 Projects.

(General, provisional, standard.)

600. 13 *Plans and specifications.*

(Uniform or standard, typical, general and miscellaneous data, preparation and approval of.)

600. 15 *Estimates and requisitions.*

600. 16 Supervision and inspection and inspection of boilers.

600. 2 Maintaining and operating, equipping electrically and mechanically, wiring, lighting, plumbing, heating, and repairs of. (Subdivide as 600.1.)

600. 3 Preserving, repairing, painting, whitewashing, cleaning, and oiling. (Subdivide as 600.1.)

600. 4 Altering, changing, widening, enlarging. (Subdivide as 600.1.)

600. 5 Relocating, rebuilding, modernizing, wrecking, rehabilitation. (Subdivide as 600.1.)

600. 6 Decorating.

600. 9 Miscellaneous data and *statistics* regarding reservations, posts, stations, as physical geographical entities.

600. 91 *Reports and observations.*

(Historical records of buildings and structures; reports of condition; reports and records of fires and other accidents; reports of progress of work; reports of fuel consumption and boiler efficiency.)

600. 92 *Maps, charts, photos, blue prints.*

600. 93 Boundaries, acreages, surveys.

600. 94 Miscellaneous data and descriptive matter or historical information, and *statements and reports of cost.*

600. 95 *Requests for information regarding.*

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601 Acquisition of real property or land, and ownership of. (Arrange alphabetically.)

(*Titles, deeds, mortgages*, and recording, by purchase or condemnation, by gift or donation, by cession or grant, by transfer from other bureaus, departments, and from public lands. By *licenses and permits*, as for rights of way, etc.)

602 Disposition of real property or land. (Arrange alphabetically.)

(*Titles, deeds*, and recording, abandonment of reservations, sales of land, buildings, structures to other departments, applications for purchase of land belonging to United States, return of land to original owners, restoration of land to public domain.)

610 **GROUNDS, WHARVES, DRAINAGE.**

(Process numbers 600.1 to 600.95 may be used only with concrete subject numbers 610 to 679 inclusive.)

611 **Roads, walks, driveways, sidewalks, tunnels, subways, viaducts, gutters, culverts.**

612 **Wharves, docks, piers, ferry slips.**

613 **Sea walls, ripraps, beacons, embankments, retaining walls.**

614 **Target butts, ranges, revetting ranges.**

615 **Filling and grading, filling old cisterns, ponds.**

616 **Drainage and dredging. (Arrange alphabetically.)**

(Drainage and ditching; irrigation and other canals; dredging channels, harbors; removal of sand or earth or gravel.)

617 **Railroads, track scales. (Arrange alphabetically.)**

(Tramways, cable roads, railroad stations.)

618 **Parade grounds, recreation grounds, etc. (Arrange alphabetically.)**

(Grounds, parade, drill, recreation and playgrounds, tennis courts, baseball and football fields, handball courts, polo fields; ornamentation and concealment; tests of soils; ornamentation with trees, shrubs, plants, grass, concealment of fortifications or screening; care, cultivation, and preservation of trees, shrubs, orchards, plants, grass; reforestation; cutting dead trees from and clearing reservations; forestry.)

619 **Miscellaneous. (Arrange alphabetically.)**

(Monuments, memorials, legislative and other authority for erection and care of; selection of sites, designs, inscriptions, headstones, markers, tablets, historic sites, buildings, ruins, structures.)

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620 BARRACKS AND QUARTERS.

621 **Barracks for enlisted men.**
(Squad rooms, dormitories.)

622 **Quarters for hospital stewards, nurses.**

623 **Quarters for noncommissioned officers.**

624 **Quarters for civilian employees, postmasters; lodges**

625 **Quarters for commissioned officers.**

626 **Lavatories and similar buildings.**

627 **Prisons and guardhouses, detention barracks.**

630 POST BUILDINGS.

631 **Administration, recreation, and drill buildings. (Arrange alphabetically.)**
(Office buildings, post offices, administration buildings, post exchanges, gymnasiums, swimming pools, libraries and clubhouses, schools and chapels, memorial halls, drill, riding, amusement halls, and assembly rooms.)

632 **Hospitals, infirmaries, dispensaries, laboratories, dental offices.**

633 **Bakeries, laundries, storehouses. (Arrange alphabetically.)**
(Bakeries, kitchens, mess halls, mess shelters, lunch rooms, laundries, gas houses, crematories and incinerator buildings, garbage rooms, issue rooms, storehouses, sheds, tanks, caches, coal boxes and houses, root cellars, arsenals, armories, magazine and powder depots, ordnance depots.)

634 **Miscellaneous Buildings. (Arrange alphabetically.)**
(Stables, grooming sheds, veterinary hospitals, abbatoirs, harness rooms, barns, garages and hangars, sheds for wagons and vehicles, wash rooms, sheds for guns, ammunition wagons, latrines and similar houses, pump, boiler, and transformer houses, garbage and ash houses, fire houses, greenhouses, waiting rooms, morgues.)

635 **Factories and shops, Government. (Arrange alphabetically.)**
(Powder factories, gun factories, forging plants (all kinds), clothing factories, tent and equipage factories, testing and proving plants and grounds, shops, miscellaneous, printing, repairs, etc.)

650 MINOR CONSTRUCTION.

651 **Shooting galleries and buildings at target ranges.**

652 **Miscellaneous or temporary buildings at camp, maneuver, proving grounds, and cantonments.**

(Cantonments should be carried as geographical subdivisions under the names of the cantonments, just as military posts are carried.)

653 **Bridges, wagon scales.**

654 **Corrals, pounds, picket lines, fences, stone walls, gates, and stockades.**

655 **Flagstaffs, rostrums, band stands, settees, signal masts.**

656 **Riding and obstacle courses, hay racks, wind breaks.**

657 **Water troughs, horse dips, cesspool, manure pits.**

658 **Boat and bath houses, sentry boxes, watch houses, scale houses, smokestacks, bases and platforms, chimneys.**

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660 FORTIFICATIONS. (Arrange alphabetically.)

(Foreign, land-defense and coast-defense works, defensive sea areas.)

661 Field fortifications. (Arrange alphabetically.)

(Earthworks and intrenchments, trenches, etc., redoubts, military field engineering, parados, abandonment of, construction of, destruction of.)

662 Gun and mortar batteries. (Arrange alphabetically.)

(Bombproofing and wiring, emplacements, turrets and platforms for gun and mortar batteries, mortar beds.)

663 Mine structures. (Arrange alphabetically.)

(Casemates, mining, cable tank, battle room, switchboard room, dormitory, loading room, mine wharves, storehouses, magazines, and sheds for mines and torpedoes, mine racks, dynamite rooms.)

664 Cable structures. (Arrange alphabetically.)

(Cable stations, terminals and huts, galleries, tanks, houses, shelters, test rooms, tramways.)

665 Fire-control installations and range data. (Arrange alphabetically.)

(*Reports on, fire-control diagrams*, stations, field of view from, protection for, commanders' stations, battle, fire, battery, observing stations and rooms, signal stations, wireless or radio, fog, plotting rooms, meteorological and tide stations and datum points, switchboard houses and rooms, battle charts, range-finding stations, crows' nests.)

670 PLANTS AND SYSTEMS.

671 Water. (Arrange alphabetically.)

(Water-distributing system, pumping plants, wells, reservoirs, cisterns, aqueducts, water supply, consumption and analysis, meter readings and water reports, purification and filtration plants, plumbing systems, fire protection, fire-alarm systems.)

672 Sewer, drainage-purification.

(Sewage, disposal of.)

673 Ice, cooling, and refrigerating. (Arrange alphabetically.)

(Ice plants, cold-storage plants, refrigerating systems, ventilation and ventilating systems.)

674 Heating. (Arrange alphabetically.)

(Steam and electric heating systems, hot-air heating systems, hot-water heating systems, central heating plants.)

675 Lighting and power. (Arrange alphabetically.)

(Power plants, electric-lighting systems, interior, exterior, gas-lighting systems, searchlight plants.)

676 Telephone, telegraph, and cable. (Arrange alphabetically.)

(Telephone systems, telegraph and other transmission systems, wireless and radio systems and stations, cable systems.)

677 Oil-burning plants and systems.

679 Miscellaneous. (Arrange alphabetically.)

(Compressed-air and gas-generating plants, sawmills, planing mills, windmills, rock quarry, rock crushing, distillation plants, shrinking plants.)

680
700

ESERVATIONS AND CANTONMENTS. (See note under 652.)

Location and establishment of and change in grade. (Arrange alphabetically.)

Jurisdiction, government, rules, and regulations. (Arrange alphabetically.)

(Questions as to who has jurisdiction over particular places, including property, land, transfers or changes of jurisdiction or authority, government rules, regulations, admission of visitors, guides, hours of opening and closing, taking photographs, admission of vehicles, authorities given to display various kinds and sizes of flags, protection of wild game and fish.)

3 Use, occupation and billeting. (Arrange alphabetically.)

(For pasturage, grazing, burial sites, mining, cutting hay, farming, for religous, school, hospital purposes, for camp grounds, cantonments (military), for quarters, officers, assignment of rooms in buildings as offices, quarters, for public gatherings such as memorial services, encampment of veterans, by National Guard, civilian military organizations, boy scouts, etc.)

). 4 *Leases, licenses, and permits affecting Government property.* (Arrange alphabetically.)

(*Leases* of Government property to others, *permissions* granted to individuals to fish, hunt, and camp, to take photographs, to install motors in buildings, to make surveys or measurements, to land at Governemt wharves, *licenses* for right of way, *licenses* for other purposes, *permission* to change inscriptions on headstones or tombstones, *permission* to decorate graves, as by plants, *permission* to erect or construct vaults, monuments, memorials, tombstones.)

680. 5 Trespassing, damaging, or destroying Government property or reservations.

700 MEDICINE, HYGIENE, AND SANITATION.

700. 1 Theory, laws, and philosophy.
700. 2 *Essays, lectures, treatises, researches.*
700. 3 Training in medicine, surgery, nursing, clinics.
700. 4 Legal medicine, Pharmacopœia.
700. 5 State or United States control.
700. 6 Medical museums and collections.
700. 7 *Professional papers.*

701 Medical attendance. (Arrange alphabetically.)
(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, and interned prisoners, miscellaneous.)

701. 1 Prescriptions.
701. 2 By civilians.

702 Medical examinations, height, weight, etc. (Arrange alphabetically.)
(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, interned persons, etc.)

702. 1 Specimens.
702. 2 Temperature.
702. 3 Tests, various kinds.

703 Dental treatment. (Arrange alphabetically.)
(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, and interned prisoners, miscellaneous.)

704 Casualties, wounds and wounded.

704. 1 Vitality.
704. 1 Sick and wounded and invalids.
704. 2 Convalescents.
704. 3 Malingerers.
704. 5 *Reports of morbidity and mortality.*
704. 9 Miscellaneous.

705 Admission to hospital and patients in hospital.

705. 1 General hospitals. (Arrange alphabetically.)
(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens and interned prisoners, miscellaneous.)
705. 2 Post hospitals. (Subdivide as 705.1.)
705. 3 Field hospitals. (Subdivide as 705.1.)
705. 4 Sanitariums. (Subdivide as 705.1.)
705. 5 Base hospitals. (Subdivide as 705.1.)
705. 6 Civil hospitals. (Subdivide as 705.1.) (Arrange alphabetically by name of hospital.)
705. 7 Army and Navy hospitals. (Subdivide as 705.1.)
705. 9 Miscellaneous.

706 Medical histories. (Arrange alphabetically.)
(Officers, enlisted men, nurses, employees, cadets, civilians, foreigners, aliens and interned prisoners, miscellaneous.)

707 Surgical operations, resuscitation. (Arrange alphabetically.)
(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens and interned prisoners, miscellaneous.) **680**

707. 1 Sterilization. **700**

710 DISEASES, INJURIES, AFFECTIONS, AFFLICTIONS, ETC., AND REMEDIES THEREFOR. (Arrange alphabetically.)

711 Epidemics.

720 HEALTH AND PREVENTION OF DISEASE.

720. 1 Food.
720. 11 Adulterations of.
720. 12 Storage of.
720. 13 Diet kitchens.
720. 14 Diet for the sick.
720. 15 Milk supply.
720. 2 Water supply.
720. 21 Analysis # (see 671).
720. 22 Pollution.
720. 3 Vaccination and immunization, inoculation.
720. 31 Use of serums.
720. 4 Quarantine.
720. 5 Disinfection.
720. 51 Fumigation.
720. 52 Deodorization.
720. 54 Use of heat as a disinfectant.
720. 55 Use of chemicals.
720. 6 Sewers and sewerage.
720. 7 Garbage and waste, disposal of.
720. 8 Excreta, disposal of.
(Fecal matter and feces.)

721 Sanitary inspections.

721. 1 Ships.
721. 2 Trains.
721. 3 Posts.
721. 4 Camps and trenches.
721. 5 Sanitary reports.
721. 6 Health reports.
721. 9 Miscellaneous.

722 Disposal of the dead as affecting health

722. 1 Cremation.
722. 2 Burial.
722. 3 Embalming.
722. 4 Disinfection of the dead.
722. 41 Use of ice.
722. 9 Miscellaneous.

723 **Hygiene of the air and ground.**
723. 1 Air pollution.
723. 11 Dust.
723. 12 Smoke.
723. 13 Noxious gases.
723. 14 Vegetable trades.
723. 15 Animal trades.
723. 2 Ground pollution.
723. 21 Conditions of soil as affecting health.
723. 22 Ground in camps, cities, and towns.
723. 23 Nuisances.
723. 3 Trench sanitation.
723. 9 Miscellaneous.
724 **Ventilation.**
724. 1 Heating and lighting.
724. 2 Cleaning.
724. 21 Vacuum cleaning system.
724. 3 Temperature.
724. 4 Sunlight, heat and light, effects of.
724. 9 Miscellaneous.
725 **Insects, disease-bearing.**
725. 1 Mosquitoes, flies, and other insects.
725. 11 Prevention and restriction.
725. 9 Miscellaneous.
726 **Hygiene of diseases and diagnosis.**
726. 1 Venereal, Genito-urinary, prostitution and sex vices.
726. 2 Occupational.
726. 3 Transmissible.
726. 4 Tropical.
726. 5 Physical training and exercises.
726. 6 Smoking, the habit of.
726. 9 Miscellaneous.
727 **Clothing and personal hygiene.**
727. 1 Cleanliness of the body.
727. 2 Bathing facilities.
727. 3 Feet, care of.
727. 9 Miscellaneous.
728 **Veterinary sanitation, hippology. (See 484.3.)**
728. 1 Infectious and other diseases of domestic animals.
728. 2 Parasites of animals.
728. 3 Animal diseases communicable to men.
728. 4 Care and housing of animals.
728. 5 Feeding of animals. # (See 484.2.)
728. 6 Transportation of animals.
728. 7 Slaughter of animals.
728. 9 Miscellaneous.

800

729	**Miscellaneous.**
729. 1	Climate and climatic conditions.
729. 2	Germs, organisms, and parasites, destruction and prevention of.
729. 3	Protection of life from casualties, accidents.
729. 4	Aid to injured.
729. 5	Rats, rodents, vermin, roaches, extermination of.

730 SPECIAL TREATMENTS AND PRACTICES. (Arrange alphabetically.)

(Gynæcology, homeopathy, neurology, obstetrics, pediatrics, opthalmology, optometry, orthoepy, osteopathy, podriatics, pathology, pharmacy, psychiatry, roentgenology, X ray, therapeutics, therapy, dermatology, bacteriology, chemistry, chiropody.)

740 PHYSIOLOGY AND ANATOMY.

740. 1 Breeding.

741 Hearing and vision, deaf and deafness, blind and blindness.

742 Blood and circulation.

743 Nervous system.

744 Skin and other parts of body. (Arrange alphabetically.)

800 RIVERS AND HARBORS.

(Process numbers 800.1 to 800.8 may be used only with conrcete subject nnmbers 810 to 829, inclusive.)

800. 1 Construction or installation work. (Arrange alphabetically.)

(Methods of, projects, general, provisional, *standard, plans and specifications, maps, charts, photos, uniform or standard, typical, general or miscellaneous data*, preparation of, approval under State authority, approval of, when authorized by Congress, approval by War Department, capacity, size, location, and number of, *bids and contracts, open market proposal and acceptance*, and by hire of labor and purchase of materials, supervision and inspection, *reports and returns of operations*.

800. 2 Controlling, maintaining, operating, and using. (Arrange alphabetically.)

(Rules and regulations, navigation, general, preventions of collisions, speed of vessels, pilots, anchorage, moorings, dumping, logging and rafting, ferries, docks, piers, wharves, dry docks, locks, and dams, miscellaneous, fish, traps, nets, pounds, control of rivers and harbors, opening of rivers and harbors, opening and closing navigation, riparian rights, titles to soil under, pollution of water, use of, as water power.)

800. 3 Preserving, repairing. (Subdivide as 800.1.) (Arrange alphabetically.)

800. 4 Improving, altering, widening, enlarging. (Further subdivide as 800.1.) (Arrange alphabetically.)

(By local interests cooperating with United States, preliminary examinations and surveys.)

800. 5 *Permits and licenses.* (Arrange alphabetically.)

(Extension of time or other modifications, transfer of, suspension of, recalled, revocation, cancellation.)

800. 6 Limitations, harbor, pierhead, bulkhead, and dock lines. (Arrange alphabetically.)

(Location of, relocation or modification, regulations.

880. 7 Deterioration. (Arrange alphabetically.)

800. 8 Clearing obstructions to navigations. # (See 828.) (Arrange alphabetically.)

(Marking, putting on charts, issuing notices, anchoring or mooring, removing, sinking, or destroying.)

801 Laws and legislation affecting.

810 NATURAL DIVISIONS AND ACCESSORIES.

811 **Channels and open channel work. (Arrange alphabetically.)**

(Channel depths and ranges, deepening, straightening, changing course of.)

812 **Water marks and levels. (Arrange alphabetically.)**

(Low water and low-water marks, mean low water, high water and high-water marks, bench marks, water levels, discharge measurements, soundings and sweepings.)

813 **Harbors and protection. (Arrange alphabetically.)**

(Harbors of refuge, ice harbors, anchorage areas and basins, terminal facilities.)

814 **Floods and overflow, and prevention of. (Arrange alphabetically.)**

(Washouts, glacial floods, diversion of water, cut-offs.)

820 ARTIFICIAL DIVISIONS AND ACCESSORIES.

821 Canals, Locks and Dams, Slackwaters. (Arrange alphabetically.)

(Lockage and locking, ship canals and locks, irrigation canals and locks, other canals and locks, lock walls, floors, and foundations, lock buildings, gates, and machinery, dams for canals, water-power dams, dam buildings and reservoirs.)

822 Artificial Channels for Rivers.

823 Bridges. (Arrange alphabetically.)

(Arched and tubular, cantilever, girder, suspension, truss, trestle, movable and miscellaneous, bascule, knife, and lift, draw and swing, temporary, foot, military, ponton, compound structures, parts of bridges, bridge lights, spans, girders, stresses and strains.)

824 Bank and Shore Protection. (Arrange alphabetically.)

(Erosion of banks, revetments and embankments, riprap work, retaining walls, dikes and levees.)

825 Structures in Waters. (Arrange alphabetically.)

(Docks, piers, wharves, unauthorized, beyond harbor lines, floats and landing places, jetties, breakwaters and ice piers, booms and fish traps, bulkheads, use of water mains or intakes.)

826 Dry Docks, Ways for Vessels. (Arrange alphabetically.)

(Marine ways, launchways, dry docks and dry-docking, boat and shipyards.)

827 Dredging, Snagging, Dumping, etc. (Arrange alphabetically).

(Dumping grounds and areas for, dredging, hydraulic and other, snagging, removal of sand, rocks, etc., dumping.)

828 Obstructions to Navigation. (See 800.8.) (Arrange alphabetically.)

(Unchartered rocks, reefs, bars, logs, driftwood, piles, water hyacinths, bridges, wrecks and removal, right of owners, abandoned or occupied, no menace to navigation.)

829 Miscellaneous. (Arrange alphabetically.)

(Aids to navigation, buoys, lighthouses, lightships, signaling devices, pilot service, navigation data, natural phenomena, tidal and wave, commerce on, commercial statistics, vessels, types of, tonnage.)

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